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THE GENERALIZED ACCOUNTING SYSTEM, PHASE II

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THE GENERALIZED ACCOUNTING SYSTEM, PHASE II

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SYSTEM AVAILABILITY

DESIGN CONCEPTS

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DESCRIPTION OF THE COMPONENTS OF THE SYSTEM

HOW THE VARIOUS COMPONENTS OF THE SYSTEM WORK TOGETHER

RULES UPON WHICH THE DESIGN IS BASED

SECURITY OF THE USERS ACCOUNTING INFORMATION

INTRODUCTION
TO
THE GENERALIZED ACCOUNTING SYSTEM, PHASE II

FOR THE MANAGER AT THE HEAD OF ANY FUNCTIONAL ENTITY, THERE IS AN ONGOING NEED FOR CURRENT INFORMATION ABOUT THE FINANCIAL STATUS OF HIS ORGANIZATION. QUESTIONS POSED TO FISCAL MANAGERS REQUIRE ANSWERS CONCERNING THREE PRIME AREAS OF CONSIDERATION:

= OF FUNDS APPROPRIATED, WHAT AMOUNTS REMAIN THAT MAY BE SPENT?
= HOW DO EXPENDITURES BEING PROCESSED COMPARE TO BUDGETED PLANS?
= WHAT IS THE CURRENT AND PAST EXPENDITURE PICTURE THAT CAN BE USED AS A GUIDE TO PLAN THE UPCOMING BUDGET PROCESS?

THE GENERALIZED ACCOUNTING SYSTEM PROVIDES FOR THE GATHERING OF INFORMATION TO ANSWER THOSE QUESTIONS IN BOTH AN ON-LINE AND A BATCH ENVIRONMENT. PROVISION HAS ALSO BEEN MADE TO CAPTURE ADDITIONAL INFORMATION TO ANSWER SUCH QUESTIONS AS:

= WHAT MONIES ARE OWED BY THE AGENCY?
= WHAT MONIES ARE OWED TO THE AGENCY?
= WHAT IS THE OVERALL FINANCIAL PICTURE OF EACH FUND WITHIN THE AGENCY AS A WHOLE?

SYSTEM AVAILABILITY

THE GENERALIZED ACCOUNTING SYSTEM IS OFFERED TO STATE OF ILLINOIS DEPARTMENTS, COMMISSIONS, BOARDS AND OTHER GOVERNMENT ENTITIES WITHIN ANY BRANCH OF STATE GOVERNMENT BY THE BUREAU OF INFORMATION AND COMMUNICATIONS SERVICE, DEPARTMENT OF CENTRAL MANAGEMENT SERVICES. ITS PURPOSE IS TO PROVIDE AN ON-LINE INTERACTIVE RECORD POSTING MEDIA WHICH CAN FUNCTION AS THE CORE TO A COMPLETE FINANCIAL MANAGEMENT SYSTEM THAT IS IN COMPLIANCE WITH EXPENDITURE CONTROL ACCORDING TO CUSAS (COMPTROLLER'S UNIFORM STATEWIDE ACCOUNTING SYSTEM), THAT PROVIDES ALLOTMENT OF APPROPRIATIONS AS SPECIFIED BY THE BUREAU OF THE BUDGET, AND THAT USES GENERALLY ACCEPTED PRINCIPLES OF ACCOUNTING.

DESIGN

GAS II HAS BEEN DESIGNED TO ENCOMPASS THE FOLLOWING MAJOR AREAS:

- EXPENDITURE CONTROL
  - ENCUMBRANCE PROCESSING
  - OBLIGATION PROCESSING
  - VOUCHER EXPENDITURE
- ACCOUNTS PAYABLE
- PROJECT ACCOUNTING
- CASH RECEIPTS
- ACCOUNTS RECEIVABLE
- VENDOR NAMES MAINTENANCE
- COST CENTER BUDGET ANALYSIS *
- GENERAL LEDGER TRIAL BALANCE *
- JOURNAL ENTRIES
- BATCH CONTROL OF CASH RECEIPTS, VOUCHERS, AND PROJECT VOUCHERS
- VOUCHER WRITING/SCHEDULING/MAGNETIC TAPE PREPARATION
- AUDIT LOG OF CHANGES AND DELETIONS

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* DATA BASES INACTIVE, NOT IN USE AT THIS TIME

THE OVERALL SYSTEM HAS BEEN DESIGNED TO REDUCE MANUAL PREPARATION OF RECORDS, ELIMINATING SOME REPETITIVE OPERATIONS. IT EMBRACES THE CONCEPT OF A SINGLE ORIGINAL ENTRY CAPTURED BY THE AUTOMATED SYSTEM AND DIRECTED TO ALL THE NECESSARY RECORDS FOR LATER PRODUCTION OF REPORTS.

ON THE STATEWIDE ACCOUNTING LEVEL, GAS II FOLLOWS THE RULES OF CUSAS IN PROVIDING APPROPRIATION AND ALLOTMENT CONTROL, ENCUMBRANCE CONTROL, OBLIGATION CONTROL AND EXPENDITURE CONTROL. CONCURRENT WITH CUSAS ACCOUNTING, THERE ARE ALSO PROVISIONS FOR MAINTAINING ACCOUNTS PAYABLE.

ALSO CONCURRENT WITH CUSAS ACCOUNTING, THE PROJECT MODULE IS AVAILABLE FOR SETTING UP SPECIAL PROCESSING TO RECORD AGENCY MISSION ACTIVITIES AND PROVIDE FINANCIAL MANAGMENT FOR FEDERAL PROJECTS OR PROGRAMS.

CASH RECEIPTS COUPLED WITH ACCOUNTS RECEIVABLE IS AVAILABLE FOR USE IN SEVERAL WAYS DEPENDENT ON THE INDIVIDUAL AGENCY'S NEEDS. A BATCH PROOF SYSTEM CAN BE UTILIZED TO PROVIDE BANK DEPOSIT SLIPS.

VENDOR NAME AND ADDRESS RECORDS ARE MAINTAINED IN SEPARATE FILES FOR USE BY OTHER MODULES OF GAS II AS NEEDED.

A BUDGET RECORD DATA BASE WAS PROVIDED FOR THE STORING OF INFORMATION ANTICIPATED TO BE USEFUL AS PART OF THE CONTENTS OF FUTURE REPORTS TO BE SPECIFIED BY INTERESTED AGENCIES. APPROPRIATE TRANS-

ACTIONS TO ACCESS THE DATA BASE HAVE BEEN WITHDRAWN AT THIS TIME AND THE DATA BASE IS INACTIVE.

A GENERAL LEDGER DATA BASE HAS BEEN PROVIDED TO ESTABLISH CHARTS OF ACCOUNTS TOGETHER WITH NAME INFORMATION AND DATA LOCATION DETAIL. THIS WILL ENABLE PROGRAMS TO ACCESS THE VARIOUS SUMMARY AND DETAIL INFORMATION DISPERSED THROUGHOUT THE GAS II FILES AND GATHER DATA INTO A GENERAL LEDGER REPORT OF FINANCIAL INFORMATION, TO BE COLLECTED AND REPORTED ACCORDING TO THE NEEDS OF THE INDIVIDUAL AGENCY. THE USE OF THIS MODULE WHICH IS IN PLACE AND OPERABLE IS AVAILABLE FOR DEFINITION BY ANY INTERESTED AGENCY. THIS DATA BASE TOO HAS NOT BEEN USED AND AS A RESULT HAS BEEN INACTIVATED.

JOURNAL ENTRIES ARE PROVIDED TO ENTER OR REFLECT ACCOUNTING RECORDS AT SEVERAL LEVELS, FROM SPECIAL AUDIT TRAIL TO GENERAL JOURNAL POSTING.

BATCH CONTROL OF CASH RECEIPTS, VOUCHER AND PROJECT VOUCHER EXPENDITURE IS PROVIDED TO CONTROL THE ACCURACY OF THE DOLLAR TOTALS FOR SELECTED BATCHES.

FOR DATABASE SECURITY AND PRIVACY WITHIN GAS II, A NETWORK OF SECURITY TABLES, PASSWORDS, AND USER DIVISION NUMBERS ARE UTILIZED TO LIMIT ACCESS STRICTLY TO EACH OWNER OF HIS FILES. IN ADDITION, THE USER MAY USE THE COMPUTER FACILITY SECURITY SYSTEM, "RACF" TO FURTHER PROTECT HIS TRANSACTIONS FROM UNAUTHORIZED USE. THE VARIOUS DATA

BASES ARE EACH PROTECTED BY "RACF" FROM ANY ACCESS EXCEPT BY AUTHORIZED GAS TEAM CONTROLLED PROGRAMS.

THROUGH AUTOMATED BATCH REPORT REQUESTS, USERS CAN ACCESS PERTINENT DATA SECURED BY THEIR AGENCY PREFIX. IF SPECIAL TAPE EXTRACTS ARE REQUESTED, THE TAPES MAY BE SECURED BY "RACF" PROVIDED ACCESS IS AUTHORIZED FOR THE GAS JOB IDENTIFIER. THE DATA EXTRACTION IS PERFORMED BY A "READ ONLY" TECHNIQUE ALLOWING NO POSSIBLE FILE ALTERATIONS DURING RECORD EXTRACTION. RECORDS EXTRACTED TO A MAGNETIC MEDIA ARE NOT AVAILABLE AFTER HAVING PRODUCED REQUESTED REPORTS AS THE EXTRACT TAPES REMAIN UNDER THE SECURITY CONTROL OF GAS II OPERATIONS. SUBSEQUENT USE OF INDIVIDUAL TAPES RESULT IN EFFECTIVELY DESTROYING PREVIOUS RECORDED INFORMATION BY OVERWRITING NEW INFORMATION FOR NEW REPORT REQUESTS.

ALL OF THE ABOVE SYSTEMS ARE REPORTED THROUGH A COMPREHENSIVE GROUP OF ON-LINE INQUIRY PROGRAMS AND BY EXTENSIVE BATCH REPORTS PROVIDED OVERNIGHT TO LIST MANY ITEMS OF INFORMATION SUFFICIENT TO ACCOMMODATE THE VARIED REQUIREMENTS NECESSARY TO A COMMON SYSTEM. WHERE DESIRABLE, INFORMATION BELONGING TO AN AGENCY IN EVERY DATA BASE IS MADE AVAILABLE TO IT IN THE FORM OF EXTRACT TAPES, WHICH CAN BE PROCESSED FOR ANY SUITABLE PURPOSE BY ITS OWN DATA PROCESSING DEPARTMENT.

BACKGROUND

THE ORIGINAL GAS BASIC EXPENDITURE CONTROL SUBSYSTEM EVOLVED FROM THE L.I.S. ACCOUNTING SYSTEM WHICH WAS DESIGNED TO MANAGE EXPENDITURE CONTROL UNDER THE RULES OF THE COMPTROLLER AND THE RULES ISSUED BY THE BUREAU OF THE BUDGET. THE SYSTEM WAS ADAPTED BY THE PREDECESSOR AGENCIES OF THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES TO MEET THE NEEDS OF MULTIPLE AGENCIES, ALL OF WHOM WERE REQUIRED TO MAINTAIN ACCOUNTING RECORDS COMPLYING WITH CUSAS RULES, BUREAU OF THE BUDGET ALLOTMENTS, AND GOOD ACCOUNTING PROCEDURES AS REQUIRED BY THE BUREAU OF AUDITS.

THE DESIRABILITY AND NEED FOR SUCH A SYSTEM BECAME APPARENT WHEN EIGHTEEN AGENCIES REQUESTED TO BE SERVED. THE DEMANDS ON THE SYSTEM WERE SO VARIED THAT UPDATING PROGRAMS WHICH ORIGINALLY WERE CUSTOMIZED FOR L.I.S. BECAME AN EXTREMELY DIFFICULT PROCESS. EVENTUALLY CHANGES TO IMPROVE ONE PARTICULAR OPERATION WOULD CAUSE A DEGRADATION IN EFFICIENCY OF ANOTHER AND THIS MANDATED THAT THE ENTIRE SYSTEM BE REDESIGNED AND COMPLETELY REWRITTEN IN THE LIGHT OF KNOWN NEEDS THAT COULD BE CONTROLLED ON A TOP DOWN STRUCTURED SYSTEMS APPROACH.

THE REDESIGNING ACTIVITIES BY THE GAS II PROJECT TEAM HAVE RESULTED IN A SYSTEM THAT IS DOCUMENTED IN COMPLETE DETAIL SO THAT ALL FACETS ARE IDENTIFIED AS TO OPERATIONAL REQUIREMENTS, LOGICAL DETERMINATION OF THE ACCOUNTING RULES, AND EXTENDS TO USE REQUIREMENTS AND PROCEDURES.

GAS II IS BUT THE FIRST OF AN UPCOMING SERIES OF COMMON SYSTEMS DESIGNED TO ASSIST THE USER AGENCY WITH COMMON ADMINISTRATIVE PROBLEMS THAT CAN BE SOLVED BY A DATA PROCESSING PROCEDURE. FOR THOSE WHO HAVE DATA PROCESSING DEPARTMENTS THEIR RESOURCES CAN BE DEDICATED TO SOLVING THE UNIQUE AGENCY MISSION ORIENTED TASKS. FOR AGENCIES THAT DO NOT HAVE DATA PROCESSING DEPARTMENTS, THE COMMON SYSTEM APPROACH GIVES THEM THE OPPORTUNITY OF USING THE LATEST ON-LINE COMPUTER TECHNOLOGY TO AID THEM IN COMPLYING WITH THE ADMINISTRATIVE REQUIREMENTS OF THE VARIOUS AUTHORITIES INVOLVED.

ALL STATE GOVERNMENT AGENCIES ARE INVITED TO PARTICIPATE IN THE USE OF COMMON SYSTEMS PROVIDED BY THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES.

FUNCTIONAL DESCRIPTION OF GAS II

BASIC EXPENDITURE CONTROL

THE BASIC EXPENDITURE CONTROL MODULE USING THE RULES OF CUSAS PROVIDES:

* ACCOUNTING FOR APPROPRIATED FUNDS.
* ENCUMBRANCE RECORDING WITHIN LIMITS OF EACH APPROPRIATION.
* OBLIGATION REPORTING WITHIN LIMITS OF EACH APPROPRIATION WITH OPTIONAL QUARTERLY ALLOCATION IF REQUIRED.
* VOUCHER EXPENDITURE RECORDING WITH LIMITATIONS DUE TO ENCUMBRANCES OR OBLIGATIONS AS REQUIRED.
* FUNCTIONAL ACCOUNTING AT THE SUB ACCOUNT LEVEL FOLLOWING STANDARD APPROPRIATION ACCOUNTING RULES.

ACCOUNTS PAYABLE

THE ACCOUNTS PAYABLE MODULE:

* PROVIDES CREATION OF A VENDOR RECORD.
* ESTABLISHES A TRANSACTION TO REFLECT A PAYABLE

LIABILITY.

* ACCEPTS A TRANSACTION FROM EXPENDITURE CONTROL AFFECTING A PAYABLE LIABILITY.

PROJECT ACCOUNTING

THE PROJECT ACCOUNTING MODULE PROVIDES:

* ALTERNATIVE FUND ACCOUNTING AND CONTROL IN CONJUNCTION WITH CUSAS PROEDURES.
* MANAGEMENT OF GRANTS OR AWARDS BASED ON FEDERAL FUND BALANCES CONCURRENT WITH MANAGEMENT OF FUNDS AS APPROPRIATED BY STATE AUTHORITY.
* SEPARATE ACCOUNTING WITHOUT CUSAS CONTROL.

CASH RECEIPTS

USING THE PROJECT SYSTEM, THE CASH RECEIPTS MODULE PROVIDES:

* RECORDING OF RECEIPTS FOR DEPOSIT TO THE STATE TREASURER
* RECORDING OF NON APPROPRIATED RECEIPTS FOR

DEPOSIT TO OR WITHDRAWAL FROM A BANK ACCOUNT

* PROCESSING PROJECT EXPENDITURES CONCURRENTLY WITH CUSAS EXPENDITURES.
* PARTIAL OR COMPLETE LIQUIDATION OF ACCOUNTS RECEIVABLE.

ACCOUNTS RECEIVABLE

THE ACCOUNTS RECEIVABLE MODULE PROVIDES FOR:

* THE CREATION OF A DEBTOR RECORD.
* THE ESTABLISHMENT OF TRANSACTIONS WHICH REFLECT ACCOUNTS OWED TO AN AGENCY.
* THE ACCEPTANCE OF TRANSACTIONS MODIFYING RECEIVABLES FROM THE CASH RECEIPTS MODULE.

VENDOR NAMES MAINTENANCE

THE VENDOR NAMES MAINTENANCE MODULE PROVIDES:

* A NAME AND ADDRESS FILE OF VENDORS.
* A VENDOR DESCRIPTION FOR EXPENDITURE CONTROL ACCOUNTING.

* THE ABILITY TO PRODUCE MAILING LABELS.
* NAMES FOR VOUCHER WRITING AND THE TRANSMITTAL OF MAGNETIC TAPE INVOICE VOUCHERS SENT TO THE COMPTROLLER.
* AN ALPHABETICAL LISTING OF VENDORS.
* SPECIAL NOMENCLATURE RECORDS AS REQUIRED.

BUDGET ACCOUNTING (CURRENTLY UNAVAILABLE).

THE BUDGET ACCOUNTING MODULE PROVIDES:

* A BASIC FILE OF BUDGET NAMES WITH AN EIGHT DIGIT CHART CODE.
* CURRENT BUDGET AMOUNTS (15 FIELDS).
* THE PREVIOUS YEAR'S BUDGET (15 FIELDS).
* THE PREVIOUS YEAR'S ACTUAL EXPENDITURES BY CHART ITEM (15 FIELDS)

GENERAL LEDGER (CURRENTLY UNAVAILABLE)

THE GENERAL LEDGER PROVIDES:

* A BASIC FILE OF GENERAL LEDGER NAMES WITH AN EIGHT

DIGIT CHART CODE AND CHART OF ACCOUNT NAMES.

* FIELDS TO INDICATE WHERE IN VARIOUS GAS II DATA BASES THE ASSOCIATED INFORMATION RESIDES.
* ALTERNATE CODE WHICH WOULD OFFSET (DR VS.CR) THE PRIMARY CHART ACCOUNT.

JOURNAL ENTRY

THE JOURNAL ENTRY MODULE PROVIDES:

* AN AUTOMATIC JOURNAL ENTRY REFLECTING INCREASES, DECREASES, OR AN ORIGINAL ENTRY OF A PROJECT RECORD ALLOCATION.
* A JOURNAL ENTRY TO BE POSTED BY EXTERIOR SUBSYSTEMS.
* A JOURNAL ENTRY WHICH POSTS A SINGLE DEBIT OR CREDIT TO A JOURNAL ENTRY FIELD IN A PROJECT SUMMARY.
* MULTIPLE JOURNAL ENTRY AMOUNTS (UP TO 6), THE TOTAL DEBITS OF WHICH MUST EQUAL THE TOTAL CREDITS AND WILL BE POSTED TO INDICATED DEBIT OR CREDIT FIELDS IN SPECIFIED PROJECTS.

BATCH CONTROL

THE BATCH CONTROL MODULE PROVIDES:

* A DOLLAR CONTROL OF DISSIMILAR EXPENDITURE ENTRIES TO A COMMON TOTAL EITHER WITHIN CUSAS ACCOUNTING OR PROJECT EXPENDITURES.
* A DETAILED LISTING OF BATCH CONTENTS.

AUDIT LOG

THE AUDIT LOG MODULE PROVIDES:

* A FILE OF ALL TRANSACTIONS SUCCESSFULLY ENTERED IN THE SYSTEM.
* A DAILY BACKUP IN THE EVENT OF A SYSTEM FAILURE.
* DATA AVAILABLE FOR REPORTING ALL DELETIONS, ADDITIONS AND CHANGES TO THE NECESSARY AUTHORITIES.

VOUCHER SCHEDULING/WRITING/MAGNETIC TAPE TRANSMITTAL:

A SEPARATE SUBSYSTEM OF GAS II, THIS MODULE PROVIDES:

* A MAGNETIC TAPE OF SELECTED VOUCHERS WHICH HAVE BEEN ENTERED IN GAS TO ACCOMPANY HARD COPY SENT TO THE COMPTROLLER
* OPTIONAL HARD COPY OF CERTAIN VOUCHERS WRITTEN TO THE MAGNETIC TAPE PREPARED FOR THE COMPTROLLER.
* HARD COPY SCHEDULES FOR ALL VOUCHERS WRITTEN TO THE COMPTROLLER'S TAPE.
* BALANCE SHEETS AND EXCEPTION REPORTS.

PROFILE OF GAS II

APPROPRIATION CONTROL

BASIC EXPENDITURE CONTROL SYSTEM

THE PURPOSE OF THE GENERALIZED ACCOUNTING SYSTEM IS TO PROVIDE MANAGEMENT OF APPROPRIATED AND OTHER FUNDS, AND THE RECORDING OF ENCUMBRANCES, OBLIGATIONS AND EXPENDITURES UNDER THE RULES OF THE COMPTROLLER'S UNIFORM STATEWIDE ACCOUNTING SYSTEM. THE LATTER IS ACCOMPLISHED THROUGH THE EXPENDITURE CONTROL SYSTEM WHICH PROVIDES COMPLETE VOUCHER PROCESSING AFFECTING UNEXPENDED AND OBLIGATED OR UNOBLIGATED FUND BALANCES. WHEN THE SYSTEM RECORDS ENCUMBRANCES, OBLIGATIONS AND INVOICE VOUCHERS, IT ALSO SUMMARIZES FINANCIAL INFORMATION BY FUNDS, BY AGENCY DIVISIONS, BY FUNCTIONAL SUB DIVISIONS, BY MAJOR OBJECT LINES AND EXPENDITURE ACCOUNT (DETAIL OBJECT) CODE CLASSIFICATIONS.

IN GAS II, IN ACCORDANCE WITH CUSAS, THE VARIOUS LINES ARE GROUPED BY THEIR RELATED FUNDS WITHIN THE VARIOUS AGENCY DIVISIONS AS SPECIFIED BY THE APPROPRIATION BILLS. ONCE THE APPROPRIATION INFORMATION IS RECORDED IN A GAS II FILE, ORDERLY PROCESSING OF FINANCIAL ACTIVITY FOLLOWS.

ENCUMBRANCE PROCESSING

ALTHOUGH THE COMPTROLLER TREATS OBLIGATIONS AND ENCUMBRANCES AS INTERCHANGEABLE ACCOUNTING TERMS, GAS II TREATS THE ENCUMBRANCE AS A FLEXIBLE COMMITMENT ACCORDING TO AGENCY ACCOUNTING NEEDS. INDIVIDUAL AGENCY FISCAL AUTHORITIES MAY EARMARK FUNDS FOR PURPOSES OF GOOD ACCOUNTING PRACTICE WHICH MAY EXTEND OVER PERIODS LONGER THAN THOSE REQUIRED BY REGULATORY AUTHORITY. ENCUMBRANCES NEED ONLY BE ESTIMATES OR INTENTIONS, AS THEY ARE BUT GUIDES TO INDICATE MONIES WHICH HAVE BEEN RESERVED FOR SPECIFIC LATER FORMAL ACTION. PROVISIONS FOR THE ENTERING OF GENERAL LEASES, BLANKET ENCUMBRANCES, CONTRACTS, REQUISITIONS, PRE-PURCHASE ORDERS OR ANY COMMITMENTS AGAINST APPROPRIATED FUNDS HAVE BEEN INCLUDED. THESE MAY EXTEND OVER AN ENTIRE FISCAL PERIOD, THUS SEGREGATING SUCH FUNDS FROM FURTHER ENCUMBRANCE.

OBLIGATION PROCESSING

A CROSS REFERENCE REQUISITION OR PURCHASE ORDER NUMBERING SYSTEM RELATES ENCUMBRANCES AND OBLIGATIONS, THE OFFICIAL COMMITMENT RECOGNIZED BY CUSAS. GAS II TREATS OBLIGATIONS ACCORDING TO THE STRICT RULES OF THE COMPTROLLER. WHERE REQUIRED, OR AS AN OPTION, OBLIGATIONS REPRESENTING CONTRACTS OR PURCHASE ORDERS ARE ENTERED INTO THE

OBLIGATION MODULE OF THE ACCOUNTING SYSTEM AND WHERE APPLICABLE, LIQUIDATE RELATED ENCUMBRANCES AND OTHERWISE COMMITTED FUNDS.

GAS II EXAMINES THE EXPENDITURE AUTHORIZATION REQUEST IDENTIFIED BY THE OBLIGATION DOCUMENT OPTIONALLY REFERENCING A PREVIOUS ENCUMBRANCE WHICH, IF FOUND, IS REDUCED OR ZEROED AS SPECIFIED UNDER ACCOUNTING TRANSACTION CONTROL. THE OBLIGATION ENTRY THEN RESERVES BALANCES FROM FUNDS AVAILABLE WHICH NOW MAY NOT BE OTHERWISE EXPENDED.

EXPENDITURE OBJECT MANAGEMENT

CERTAIN BLANKET OBLIGATIONS FOR COMMODITIES AND EQUIPMENT ARE REQUIRED BY THE PROCUREMENT DIVISION OF CENTRAL MANAGEMENT SERVICES TO BE RESTRICTED WITHIN SPECIFIED GUIDELINES. AGENCIES MAY REQUISITION CERTAIN COMMODITES OR EQUIPMENT TYPES ON A QUARTERLY BASIS AND IDENTIFY SUCH BY DOLLAR AMOUNTS WITHIN DETAIL EXPENDITURE OBJECTS. ONCE THESE LIMITATIONS ARE SET, EXPENDITURE DEVIATION FOR EACH DETAIL OBJECT IS LIMITED TO 10% MORE THAN AUTHORIZED BY CENTRAL MANAGEMENT SERVICES, SUBJECT TO THE TOTAL LIMITATION OF THE ORIGINAL AUTHORIZATION. IN ADDITION, WHERE DESIRABLE UNDER AGENCY POLICY LIMITATIONS OF SINGLE PURCHASES MAY BE HELD TO WITHIN A SPECIFIED AMOUNT; USUALLY FROM ONE TO FIVE HUNDRED DOLLARS PER INVOICE VOUCHER. "P. GAS II PROCESSES THESE OBLIGATIONS WHERE THE AGENCY SPECIFIES APPROPRIATE INFORMATION TO THE OBLIGATION ENTRY AND REQUIRES SUBSEQUENT VOUCHER ENTRIES

TO COMPLY WITH ANY STATED LIMITS. HOWEVER, THERE ARE NO EDITS FORCING AN AGENCY TO ENTER SPECIAL CONDITIONS TO COMMODITY OR EQUIPMENT OBLIGATIONS INTO THE GAS II OBLIGATION SCREEN.

EXCEPTIONS

ALL OF THE RULES REQUIRED BY CUSAS ARE FOLLOWED IN EXPENDITURE CONTROL WHERE STANDARD USAGES ARE INDICATED. ON THE OTHER HAND, WHERE THE OFFICIAL STATE WARRANTS ARE NOT USED IN ISOLATED CASES PERMITTED BY COMPETENT LEGAL AUTHORITY (SUCH AS UNIVERSITIES, TRUST FUNDS AND THE LIKE) BY USING MAJOR OBJECT CODES AND DETAIL OBJECT CODE NUMBERS WHICH ARE OUTSIDE NORMAL NUMERICAL LIMITS OF CUSAS NUMBERS, GAS II PERMITS PROCESSING OF EXPENDITURES WITHOUT REFERENCE TO THE RIGID PRINCIPLES REQUIRED UNDER CUSAS PROCESSING. HOWEVER, IF ENCUMBRANCES OR OBLIGATIONS ARE ENTERED, THE NON-STANDARD NUMBERING SYSTEM WILL FOLLOW APPROPRIATE RULES REQUIRED FOR PROCESSING ENCUMBRANCE OR OBLIGATION INFORMATION PRESENT, AND CONTINUE TO PROCESS IF SUCH INFORMATION IS NOT PRESENT.

VOUCHER EXPENDITURE

WHEN GOODS HAVE BEEN RECEIVED AND APPROVED FOR PAYMENT, EXPENDITURES MAY BE ENTERED INTO THE SYSTEM TO REFLECT INVOICE-VOUCHERS SENT TO THE COMPTROLLER FOR WARRANT PROCESSING. VOUCHERS ARE MATCHED AGAINST VARIOUS TABLES TO ENSURE THAT THE APPROPRIATION CODE ACCOUNT NUMBERS ARE VALID AND RECORDS EXIST TO WHICH SUMMARIES MAY BE POSTED. ALL MAJOR OBJECT CODES MUST BE VALID, AND DETAIL OBJECT CODES MUST BE VALID FOR THE MAJOR OBJECTS THEY SUB-DEFINE. IF THE RULES REQUIRE OBLIGATION OF A CERTAIN EXPENDITURE, THE PROGRAM WILL REQUIRE COMPLIANCE BEFORE THE ENTRY IS ACCEPTED. IF NO OBLIGATION IS REQUIRED, BUT AN ENCUMBRANCE REFERENCE EXISTS ON THE VOUCHER TO BE POSTED, THEN ENCUMBRANCE RULES WILL BE FOLLOWED DURING ITS ENTRY.

IF INFORMATION IS MADE AVAILABLE FROM A BILL, STATEMENT OR VENDOR INVOICE, IT CAN BE CREDITED TO THE ACCOUNTS PAYABLE SYSTEM AND USED FOR LIABILITY ACCOUNTING. VOUCHER EXPENDITURE DATA CAN ALSO BE USED TO PROVIDE SCHEDULING AND ACTUAL VOUCHER PREPARATION ACCOMPLISHED IN AN OVERNIGHT BATCH MODE THROUGH A SEPARATE GAS II FUNCTION.

CONCURRENTLY POSTED WITH VOUCHERS, PROJECT VOUCHERS MAY BE ENTERED INTO THE SYSTEM FOR APPROPRIATION MANAGEMENT AT LEVELS OTHER THAN STANDARD CUSAS APPROPRIATION CODE ACCOUNTING. IN ADDITION TO THE NORMAL INVOICE VOUCHER INFORMATION, OTHER DETAILS SUCH AS PROJECT NUMBER AND DEPARTMENT NUMBER IDENTIFICATIONS ARE REQUIRED. WHERE RULES HAVE BEEN PRE-DETERMINED BY THE INDIVIDUAL AGENCY, SPECIAL APPROPRIATIONS

ON THE PROJECT SIDE OF THE ACCOUNTING SYSTEM MAY BE DESIGNATED TO INDICATE CASH BALANCES AVAILABLE FOR EXPENDITURE. THUS, IT MIGHT BE DETERMINED THAT ON THE CUSAS SIDE, A VOUCHER MAY PASS ALL TESTS FOR THE APPROPRIATED-OBLIGATED EXPENDITURE PROCESS. BUT, IF THE TEST FOR AVAILABILITY OF ACTUAL CASH BALANCES FAILS ON THE PROJECT SIDE, THE INVOICE-VOUCHER TRANSACTION IS REJECTED AS INVALID. THUS, RULES FOR BOTH STATE WARRANT PROCESSING AND RULES AS REQUIRED BY FEDERAL GRANTS MANAGEMENT ARE SATISFIED BEFORE EXPENDITURES ARE VALIDATED.

WHEN CONCURRENTLY PROCESSING CUSAS AND PROJECT VOUCHERS, IT IS ALSO POSSIBLE TO ENTER EITHER CUSAS OR PROJECT VOUCHERS INDEPENDENT OF EACH OTHER IF DESIRED BY THE AGENCY. SOMETIMES THIS IS NECESSARY WHERE MULTIPLE DETAIL OBJECT CODES ARE REQUIRED ALONG WITH VOUCHER AMOUNT DISTRIBUTION TO MULTIPLE DEPARTMENTS, THIS COMPLEX COMBINATION IS NOT ACCOMODATED IN A SINGLE VOUCHER/PROJECT VOUCHER ENTRY. WITH OR WITHOUT CONCURRENT PROCESSING, PROJECT VOUCHERS CAN BE USED TO DISTRIBUTE STANDARD VOUCHER PAYMENTS OF UP TO FIVE DIFFERENT PROJECT DEPARTMENT SUMMARIES PER SINGLE VOUCHER ENTRY.

IN ADDITION, WHERE MORE THAN ONE DETAIL OBJECT CODE IS PRESENT ON A SINGLE INVOICE VOUCHER OR GROUPING SHEET, UP TO FIVE DETAILED OBJECT CODES CAN BE ENTERED FOR THE SAME VOUCHER EACH WITH AN INDIVIDUAL AMOUNT.

IN CASE THERE ARE MULTIPLE OBLIGATIONS ASSOCIATED WITH A VOUCHER, MULTIPLE DETAIL OBJECT CODES ARE ACCOUNTED FOR ON A ONE FOR ONE OBLIGATION BASIS. CUSAS RULES PERMIT ANY VALID COMBINATION OF DETAIL

OBJECTS ON MULTIPLE OBLIGATIONS, BUT AS A PRACTICAL MATTER GAS HANDLES MOST COMBINATIONS WITHOUT REQUIRING MORE THAN ONE COMPOUND ENTRY.

FOR FURTHER ENHANCEMENT OF EXPENDITURE CONTROL, PROVISIONS HAVE BEEN MADE TO PERMIT CONCURRENT ACCOUNTS PAYABLE PROCESSING ALONG WITH VOUCHER AND/OR PROJECT VOUCHER ENTRY WHICH MAY ALSO BE ENCUMBERED OR OBLIGATED.

CREDITS MAY BE POSTED TO CREATE ACCOUNTS PAYABLE RECORDS AND OFF-SETTING DEBITS ENTERED BY THE CONCURRENT POSTING OF VOUCHERS OR BY THE NON-VOUCHER DEBIT MEMO ENTERED AS A STAND-ALONE ENTRY.

BECAUSE OF THE MANY COMBINATIONS OF ENTRIES WHICH CAN BE POSTED BY GAS II EXPENDITURE CONTROL, SEVERAL DIFFERENT TRANSACTIONS ARE PROVIDED TO ACCOMPLISH THE DESIRED RESULTS. ALTHOUGH THERE ARE MANY OPTIONS TO ACCOMPLISH THE NEEDS OF VARIOUS AGENCIES, NORMALLY THERE WILL BE BUT A VERY FEW SPECIFIC WAYS OF PROCESSING THE WORK FOR ONE AGENCY SUCH THAT IN ANY ONE SITUATION, THE OPERATOR WILL BE FAMILIAR WITH THOSE FEW TRANSACTIONS REQUIRED TO POST THE REQUIRED ENTRIES. THE OVERALL SYSTEM IS COMPLEX, BUT IS SUFFICIENTLY SIMPLE ON AN INDIVIDUAL AGENCY BASIS TO BE A PRACTICAL ACCOUNTING VEHICLE FOR EFFICIENTLY PROCESSING THE AGENCY'S DATA.

THE EXPENDITURE CONTROL SYSTEM CAN REGULATE THE PROCESSING OF VOUCHERS AND MANAGE FUNDS WITH EITHER CUSAS OR PROJECT RULES OR KEEP RECORDS UNDER BOTH RULES. IT CAN POST EXPENDITURES AFFECTING ACCOUNTS PAYABLE AND FOLLOW THE RULES REQUIRED BY ENCUMBRANCE OR OBLIGATION

PROCEDURES. INITIAL ESTABLISHMENT OF APPROPRIATION AND ALLOTMENT CONTROL IS THROUGH THE ACCOUNT CREATION FUNCTION WHICH RECORDS THE APPROPRIATION CODE AND THE ASSOCIATED MAJOR OBJECT LINE FUNDING.

THROUGH VARIOUS SUMMARY RECORDS ASSOCIATED WITH THESE ACCOUNTS CONSTANT MONITORING AS TO AVAILABILITY OF UNEXPENDED AND UNOBLIGATED FUNDS TESTS EACH TRANSACTION WHICH IS ENTERED FOR POSTING. ANY TEST FAILURE WILL RESULT IN THE TRANSACTION BEING REJECTED AND THE REASON FOR ITS DEFICIENCY REPORTED TO THE OPERATOR.

AS AN ALTERNATIVE, GAS II CAN ALSO PROVIDE A FUNCTIONAL LEVEL OF PROCESSING UNDER CUSAS RULES SO THAT MONIES MAY BE ALLOCATED TO A MORE DETAILED SUBDIVISION THAN THAT OF THE ORIGINAL APPROPRIATION . THIS IS ACCOMPLISHED THROUGH THE USE OF AN ADDITIONAL NUMBER FOLLOWING THE APPROPRIATION ACCOUNT CODE STRUCTURE (A SUB-ACCOUNT OR "SUBA"). SUBA ACCOUNTING IS NO DIFFERENT FROM THAT WHICH PROCESSES RECORDS REQUIRED FOR REGULAR APPROPRIATION ACCOUNTING AND FOLLOWS ALL OF THE RULES OF CUSAS. THROUGH BATCH REPORTING, RECORDS ARE BUILT BY SUMMATION OF THE SUBA ACCOUNTS TO THE LEVEL OF THE APPROPRIATION.

ACCOUNTS PAYABLE

ACCOUNTS PAYABLE AS DEFINED BY CUSAS ARE LIMITED TO LIABILITIES ON OPEN ACCOUNT OWED TO PRIVATE ENTITIES FOR GOODS AND SERVICES RECEIVED

BY A GOVERNMENTAL UNIT (NOT INCLUDING AMOUNTS DUE TO OTHER FUNDS OF THE SAME GOVERNMENT UNIT OR TO OTHER GOVERNMENT UNITS). THE COMPTROLLER REQUIRES AGENCIES TO REPORT ACCOUNTS PAYABLE ON JUNE 30TH, OF THE CURRENT FISCAL YEAR, TO REFLECT GOODS AND SERVICES RECEIVED BUT NOT VOUCHERED. IN ADDITION, THE ACCOUNTS PAYABLE MODULE CAN BE USED THROUGHOUT THE YEAR FOR ANY PURPOSES DESIRED BY THE INDIVIDUAL AGENCY.

THE ACCOUNTS PAYABLE SYSTEM IDENTIFIES AND REPORTS MONIES OWED TO THE PRIVATE SECTOR AND LISTS SUCH COMMITMENTS IN A DUE DATE ORDER, DRAWING ATTENTION TO PAST DUE ITEMS. THE SYSTEM CAN BE USED IN CONJUNCTION WITH A NON-STANDARD PROCEDURE WHERE FUNDS ARE PROCESSED OUTSIDE OF A CUSAS ENVIRONMENT.

PROCESSING FOR ACCOUNTS PAYABLE MAY BE DONE CONCURRENTLY WITH VOUCHER AND/OR PROJECT VOUCHER ENTRY.

CREDITS ARE POSTED TO CREATE ACCOUNTS PAYABLE RECORDS. OFFSETTING DEBITS ARE ENTERED BY THE CONCURRENT POSTING OF VOUCHERS OR BY THE NON-VOUCHER DEBIT MEMOS ENTERED AS STAND-ALONE ENTRIES.

THE REFERENCE NUMBERING TECHNIQUE USED IS SUFFICIENTLY FLEXIBLE TO ENABLE A VARIETY OF METHODS TO BE USED IN MANAGEMENT OF ACCOUNTS PAYABLE WHETHER UNDER CUSAS RULES OR NON-CUSAS APPLICATION.

PROJECT -- CONCURRENT WITH APPROPRIATION ACCOUNTING

TO PROVIDE ADDITIONAL FUNCTIONAL ACCOUNTING FOR GAS, THE PROJECT MODULE IS AVAILABLE FOR CONCURRENT POSTING OF VOUCHERS WHICH PERMITS THE TESTING FOR BALANCES OF MONIES NOT DIRECTLY RELATED TO THE APPROPRIATED FUNDS.

SOME FUNDS WHICH MAY BE APPROPRIATED, MUST ALSO BE COLLECTED FROM OTHER THAN GENERAL REVENUE SOURCES SUCH AS REVOLVING FUNDS OR OTHER NON-APPROPRIATED FUNDS EVEN ONTO SPECIAL TAXES, FEES OR LICENSES, OR TO FEDERAL AWARDS AND GRANTS. SUCH FUNDS MUST BE TESTED FOR PRESENCE OF POSITIVE BALANCES BEFORE PERMITTING THE EXPENDITURE OF MONIES FROM STANDARD CUSAS APPROPRIATED FUNDS. BY SETTING UP RULES WITHIN THE PROJECT RECORD THE APPROPRIATION BALANCE CONTROL TOTALS REFLECTING VARIOUS DEBIT AND CREDIT ENTRIES MAY BE USED TO MANAGE THE STATUS OF THE PROJECT. THIS ALLOWS AN ALTERNATIVE OPTION FOR BASING EXPENDITURES ON APPROPRIATION BALANCES WHICH MAY NOT GO NEGATIVE, OR ON CONTROL TOTALS WHICH MAY BE ANY BALANCE AS SPECIFIED BY THE USER.

FUNCTIONAL ACCOUNTING USING THE PROJECT MODULE CAN BE UTILIZED TO GROUP EXPENDITURES INTO VARIOUS FUNCTIONAL GROUPS AND BUDGETS TO BE ALLOTTED AGAINST WHICH EXPENDITURES CAN BE COMPARED. RULES MAY BE SET UP SO THAT THE EXPENDITURE WILL FAIL IF THE BUDGET IS EXCEEDED OR THE RULES CAN BE SET SO THAT THE BUDGET WILL BE MONITORED AND OVEREXPENDITURE MERELY REPORTED. IN ANY CASE CONCURRENT PROCESSING OF EXPENDITURES WILL ONLY BE PERMITTED UNDER RULES ESTABLISHED BY CUSAS.

PROJECT ACCOUNTING -- INDEPENDENT EXAMPLES

PROJECT MODULES CAN ALSO BE USED SEPARATELY FROM CUSAS ACCOUNTING MODULES. AN EXAMPLE OF SUCH USAGE COULD BE AN ACCRUAL SYSTEM TRACKING REIMBURSABLE EXPENDITURES OF AGENCY TRAVELERS AND IDENTIFYING THE LIABILITY FOR AUTHORIZED DIRECT BILLINGS. ANOTHER USE WOULD BE THE SETTING UP OF EXPENDITURE CLASSES WITHIN FUND TYPE (PRIVATE, SPECIAL, FEDERALLY FUNDED, ETC.) WITHIN A TRUST. A TRUST FUND COULD BE A PROJECT, THE DEPARTMENTS WITHIN THE PROJECT WOULD BE RESIDENTS AND THE FUNDS WITHIN THE DEPARTMENTS WOULD BE THE TYPES OF MONIES BELONGING TO THE RESIDENTS. EXPENDITURE CLASSES COULD BE THE DETAIL OBJECTS OF EXPENDITURE BY OR FOR THE RESIDENTS. THESE CONCEPTS CAN ALL BE REPORTED ON-LINE AND IN BATCH USING STANDARD GAS II PROJECT MODULES.

ANOTHER POSSIBLE USE OF THE PROJECT MODULE COULD BE THE RECORDING OF MONIES BILLED AND THE RECORDING OF RECEIPTS THEREOF TO ESTABLISH INDIVIDUAL BALANCES WHICH WOULD TOTAL TO A CONTROL BANK ACCOUNT. THESE BALANCES WOULD BE TESTED AT THE SAME TIME STANDARD CUSAS EXPENDITURES WERE POSTED TO ENSURE CASH BALANCES WERE ON DEPOSIT IN THE APPROPRIATE COMPTROLLER'S FUND TO ALLOW EXPENDITURE AGAINST AUTHORIZED APPROPRIATION.

IN A LIKE MANNER, THE PROJECT COULD BE USED TO REPORT AND CONTROL DISTRIBUTION OF MONIES BY WAY OF VARIOUS GRANTS OF FEDERAL FUNDS RECORDING TYPES OF EXPENDITURES BY VARIOUS CATEGORIES WHILE CONCUR-

RENTLY EXPENDING THE FUNDS UNDER THE RULES OF STANDARD CUSAS EXPENDITURE.

CASH RECEIPTS

THE CASH RECEIPTS MODULE IS DESIGNED TO RECORD AND ACCOUNT FOR FUNDS COLLECTED BY AGENCIES FROM OUTSIDE SOURCES (OTHER THAN THE NORMAL APPROPRIATION ALLOCATION THROUGH THE LEGISLATIVE PROCESS). THE MODULE RECORDS RECEIPT OF REVENUES AND ESTABLISHS CASH CONTROL. IT ALSO DISTRIBUTES FUNDS TO THE PROPER FUND DEPOSITORIES, PROVIDES AN AUDIT TRAIL TO INTERACT WITH APPROPRIATE ACCOUNTS RECEIVABLE RECORDS, BALANCES WITH APPROPRIATE REPORTS ISSUED BY CUSAS, AND PROVIDES INFORMATION FOR THE GENERAL LEDGER TRIAL BALANCE.

CASH RECEIPTS MANAGEMENT IN THE STATE OF ILLINOIS DIFFERS FROM THAT OF OTHER GOVERNMENTAL UNITS IN THAT ALL FUNDS COLLECTED BY ANY AGENCY MUST BE DEPOSITED WITH THE TREASURER AND MAY NOT BE EXPENDED FOR THE COLLECTING AGENCY'S OPERATION UNLESS CONVENTIONALLY APPROPRIATED OR OTHERWISE PERMITTED BY LAW. THERE ARE A FEW EXCEPTIONS TO THIS RULE SUCH AS RECEIPTS RECEIVED BY UNIVERSITIES OR SPECIAL TRUST FUNDS, WHICH ARE HANDLED UNDER SPECIAL RULES.

THREE CLASSES OF REVENUE CAN BE ACCOUNTED FOR IN THE CASH RECEIPTS SYSTEM:

* REVENUES RECEIVED WHICH ARE TURNED IN TO THE STATE

TREASURY GENERAL FUND

* REFUNDS WHICH ARE RETURNED FOR USE IN THE OPERATION OF THE AGENCY AND ARE A PART OF THE AGENCY'S ALLOTMENT FUNDING
* FEDERAL GRANT FUNDS RECEIVED BY CASH ADVANCE OR BY A LETTER OF CREDIT, WHICH MUST BE ON DEPOSIT WITH THE COMPTROLLER IN ADDITION TO HAVING BEEN APPROPRIATED BY THE LEGISLATURE.

CASH RECEIPTS PROCEDURES

CASH RECEIPTS MANAGEMENT IN ANY AGENCY MAY BE ACCOUNTED FOR AS FOLLOWS:

THE ACCEPTANCE OF CASH OR NEGOTIABLE INSTRUMENTS REQUIRES DEPOSIT INTO AN AUTHORIZED CLEARING ACCOUNT, EITHER A COMMERCIAL BANK OR THE STATE TREASURER'S BANK. THESE DEPOSITS ARE MANAGED UNDER AGENCY RULES WHICH MUST INCLUDE PROVISION FOR A DEPOSIT NOTICE TO THE BANK AND A NOTICE TO THE TREASURER FOR EACH DEPOSIT AMOUNT. AFTER A SPECIFIC PERIOD HAS ELAPSED, THE TREASURER ORDERS THE CLEARING ACCOUNT MONIES TRANSFERRED TO A BANKING INSTITUTION OF HIS DESIGNATION AND HE THEN ISSUES A NON-NEGOTIABLE DRAFT TO THE DEPOSITOR AGENCY LISTING THE DEPOSIT TOTAL DETAILS FOR THE PERIOD WHICH HE IS PROCESSING.

BAD CHECKS ARE DEBITED AGAINST CLEARING ACCOUNTS, AND LETTERS OF ADVICE ARE USED AS DEDUCTIONS FROM GROSS DEPOSITS BY WHICH THE TOTALS REPORTED ARE RECONCILED TO THE AMOUNT OF THE NON-NEGOTIABLE DRAFT. THE ORIGINAL RECORDING OF CASH RECEIPT DETAIL REQUIRES CAPTURE OF SPECIAL INFORMATION SUCH AS THE FUND, AGENCY NUMBER, SOURCE (KIND OF RECEIPT) AND SUB-SOURCE (LOCATION OF THE SOURCE). THIS INFORMATION IS TO PROVIDE THE DETAIL REQUIRED IN LISTING FUNDS CLEARED TO THE TREASURER IN A REPORT SUBMITTED TO THE COMPTROLLER ALONG WITH THE TRANSMITTING TO HIM OF THE APPLICABLE NON-NEGOTIABLE TREASURER'S DRAFTS

FINALLY, ANY INDIVIDUAL AGENCY MAY REQUIRE THE DETAIL OF CASH RECEIPTS CATEGORIZED AT A DEPARTMENT LEVEL WHICH MAY BE DESIRED WITHIN THE AGENCY YET MAY OR MAY NOT CROSS ACCOUNTING LEVELS REQUIRED BY THE TREASURER AND THE COMPTROLLER.

CASH RECIPTS WITH ACCOUNTS RECEIVABLE

SOME AGENCIES NEED TO POST CASH RECEIPTS TO ACCOUNTS RECEIVABLE UNDER VARYING SETS OF RULES. SINCE THE COMPTROLLER DOES NOT PERMIT NEGATIVE ENTRIES ON DEPOSIT TRANSMITTAL FORMS, BAD CHECK ADJUSTMENTS MUST BE DEDUCTED FROM DEPOSITS AND BALANCES OF SOURCES OR SUB-SOURCES REPORTED ON THE DEPOSIT TRANSMITTAL FORM MUST BE REDUCED BY THE AMOUNT OF ANY BAD CHECKS, EVEN THOUGH THE SPECIFIC SOURCE OR SUBSOURCE REPRESENTED BY THE BAD CHECK MIGHT NOT BE PRESENT ON THE TRANSMITTAL

REPORT UNDER CONSIDERATION. THIS CAN RESULT IN SOME ACCOUNTS BEING UNDERSTATED AND OTHERS OVERSTATED WHERE SUCH ADJUSTMENTS CANNOT BE POSTED ON AN ACCOUNT FOR ACCOUNT BASIS. THE COMPTROLLER WILL PERIODICALLY ASSIST THE AGENCY IN ADUSTING SUCH BALANCES WITH SEPARATE ENTRIES, BUT SUCH ADJUSTMENT, WHETHER OR NOT HANDLED BY THE AGENCY INTERNALLY, MUST BE ACCOUNTED FOR, JUST FOR THE SIMPLE REQUIREMENT OF CONTROL, IF FOR NO OTHER REASON.

ONE SUCH METHOD WOULD BE TO ENTER THE BAD CHECK AS AN ACCOUNTS RECEIVABLE WHERE IT CAN BE WATCHED AND AGED WITH THE APPROPRIATE BATCH REPORTS PROVIDED BY GAS II. IN SUCH A CASE THE SOURCE/SUB-SOURCE TO WHICH THE ORIGINAL RECEIPT WAS CHARGED, AND THE ACTUAL SOURCE/SUB-SOURCE WHICH WAS CHARGED BACK DUE TO THE BAD CHECK ARE BOTH RECORDED IN THE ACCOUNTS RECEIVABLE. THUS, IF NO INTERNAL ADJUSTMENT CAPABILITY IS PRACTICAL, WITH SUBSEQUENT RECEIPTS, A RECORD EXISTS PROVIDING INFORMATION NECESSARY TO THE EXTERNAL ADJUSTMENT THROUGH THE COMPTROLLER AS PER HIS RULES AND PROCEDURES.

OTHER CASH RECEIPTS USE

PROCESSING OF ACCOUNTS RECEIVABLE IN CONJUNCTION WITH CASH RECEIPTS POSTING CAN UTILIZE THE OPTION WHICH REQUIRES AN ACCOUNTS RECEIVABLE TO EXIST BEFORE A RECEIPTS CAN BE POSTED. WHERE RECEIPTS MUST EXACTLY EQUAL THE BALANCE OF THE ACCOUNTS RECEIVABLE, IT WOULD BE

POSSIBLE TO PROVIDE AN OPTION FOR REFUSING THE TRANSACTION UNLESS THE RECEIPT AND RECEIVABLE BALANCE WERE IN AGREEMENT. WITH THESE ALTERNATIVES, CASH RECEIPTS MAY BE PROCESSED WITH OR WITHOUT ACCOUNTS RECEIVABLE, DEPENDING UPON THE INTERNAL CONTROL AND REQUIREMENTS OF THE AGENCY USER.

SINCE CASH RECEIPTS MAY INTERFACE DIRECTLY WITH PROJECT ACCOUNTING AND CONCURRENTLY WITH CUSAS ACCOUNTING WHERE REQUIRED, THE SAME BATCH CONTROL USED IN PROJECT ACCOUNTING MANAGES RECEIPTS. THE DISPLAY OF THE BATCH DETAIL CAN BE USED AS PART OF A DEPOSIT SLIP FOR BANK DEPOSITS (WHETHER COMMERCIAL OR WITH THE TREASURER OF ILLINOIS).

ACCOUNTS RECEIVABLE

ACCORDING TO CUSAS RULES, ACCOUNTS RECEIVABLE ARE AMOUNTS OWED ON AN OPEN ACCOUNT FROM PRIVATE ENTITIES FOR GOODS AND SERVICES FURNISHED BY A GOVERNMENTAL UNIT OR FOR TAXES DUE (BUT NOT INCLUDING AMOUNTS DUE FROM OTHER FUNDS OF THE GOVERNMENT UNIT). THE ACCOUNTS RECEIVABLE PROCESSING MODULE PROVIDES THE RECORDING OF AMOUNTS DUE, HOW AND WHEN THE SERVICE OCCURRED, AND OTHER PERTINENT DATA TO IDENTIFY THE DEBTOR. DEBITS TO THE SYSTEM ARE ENTERED FROM DOCUMENTS PROVIDED BY THE AGENCY, SUCH AS BILLS, STATEMENTS, OR OTHER MEMORALIA. CREDITS TO THE SYSTEM ARE ENTERED VIA THE CASH RECEIPTS SYSTEM AND ADJUSTMENTS OR CORRECTIONS ARE ALSO ACCEPTED. INFORMATION IS MADE AVAILABLE FROM THE

SYSTEM TO PROVIDE AGED LISTINGS OF RECEIVABLES FOR USE IN FISCAL MANAGEMENT AT AN APPROPRIATE LEVEL OF ATTENTION DEPENDING ON THE CURRENT STATUS OF THE AMOUNTS OWED.

ALTHOUGH THE NEEDS OF THE VARIOUS AGENCIES SEEM DIS-SIMILAR, CLOSE ANALYSIS REVEALS A CONSISTENT PATTERN FOR CASH MANAGEMENT. WHILE IT WOULD SEEM THAT PERHAPS ACCOUNTS RECEIVABLE MANAGEMENT MIGHT BE APPROPRIATE FOR ONLY SOME AGENCIES, EXAMINATION OF A RECEIPTS OPERATION REVEALS THAT WHERE ANY FUNDS ARE RECEIVED ON A NON-CASH BASIS, THE POSSIBILITY OF BAD CHECKS EXISTS, AND A GOOD WAY OF MANAGING EVEN THIS LOW LEVEL OF ACTIVITY WOULD BE CONTROL BY AN ACCOUNTS RECEIVABLE SYSTEM. AMOUNTS DUE FROM OTHER AGENCIES SUCH AS REVOLVING FUNDS MAY ALSO BE ACCEPTED FOR RECORDING.

VENDOR NAMES MAINTENANCE

VENDOR MAINTENANCE IN GAS II IS ASSOCIATED WITH MOST MODULES THAT UTILIZE VENDOR NAMES IN TRANSACTIONS. MANY MODULES ALSO HAVE DESCRIPTIVE DATA POSTED WITH EACH INDIVIDUAL TRANSACTION. WHERE THE USER WISHES TO ENTER THE DESCRIPTION FIELDS WITH SPECIFIC INFORMATION, RATHER THAN A VENDOR'S NAME THEY MAY WISH TO SET UP A ONE-TIME ENTRY FOR EACH VENDOR'S NAME AS DESIRED. APPROPRIATE REPORTS WOULD THEN IDENTIFY THE VENDOR BY NAME FROM THE VENDOR FILE AND REPORT

DESCRIPTION INFORMATION FROM INDIVIDUAL TRANSACTIONS PROVIDING ADDITIONAL INFORMATION AS REQUIRED BY THE USER.

SOME AGENCIES USE THE VENDOR FILE FOR NAMES AND ADDRESSES OF EMPLOYEES AND OTHER ENTITIES FOR PROVIDING MAILING LABELS. WHERE THE WARRANT WRITING IS UTILIZED AND IT IS DESIRABLE FOR EMPLOYEE NAMES TO BE INTERMIXED WITH OTHER VENDORS, A TECHNIQUE OF PREFIXING A SPACE BEFORE EACH NAME HAS BEEN SUGGESTED SO THAT IN SORTED LISTS, THE EMPLOYEES ARE LISTED IN A SPECIFIC SECTION OF THE REPORT, THUS SEGREGATING INFORMATION IN A UNIVERSALLY CIRCULATED REPORT WHERE EMPLOYEE NAMES SHOULD NOT BE DISTRIBUTED.

BUDGET ACCOUNTING (CURRENTLY WITHDRAWN FROM AVAILABILITY)

THE BUDGET ACCOUNTING MODULE IN GAS II PROVIDES BASIC INFORMATION FOR THE CURRENT BUDGET PLAN, PREVIOUS YEAR PLAN AND PREVIOUS YEAR ACTUAL EXPENDITURE TOTALS. THE SYSTEM REQUIRES THE SET UP OF THE PLANS AND ENTRY OF THE PREVIOUS YEAR'S DATA AND THEN COULD SEARCH THE APPROPRIATE GAS II RECORDS FOR INFORMATION NEEDED TO REFLECT THE CURRENT YEAR'S ACTIVITY.

THE DATA CAN BE SEGREGATED IN UP TO 15 UNITS, PROVIDING 12 MONTHS PLUS 3 MONTHS FOR A LAPSE PERIOD. THE BUDGET RECORD IS IDENTIFIED BY

AN EIGHT DIGIT CHART CODE TO PROVIDE A BREAKDOWN OF INFORMATION AS PER AN AGENCY'S NEEDS.

THE CAPACITY EXISTS FOR EXPANSION OF THE BUDGET ACCOUNTING PROCESS TO PROVIDE REPORTS, PROJECTIONS AND VARIOUS ANALYSIS ACCORDING TO THE REQUIREMENTS OF THE USER. REPORTS WOULD BE MADE IN BATCH MODE WITH OVERNIGHT PRODUCTION.

THE OPERATIONS TECHNIQUE IS SIMILAR TO THAT OF THE GENERAL LEDGER CONCEPT WHEREBY ON-LINE ENTRY TO THE BUDGET LEDGER AT REPORT TIME CAUSES THE PROGRAM TO SEARCH OUT ALL THE BALANCES THAT ARE TO BE REPORTED TO THE USER. REPORTS COULD BE PROGRAMMED TO PROVIDE A MONTHLY ANALYSIS OF EXPENDITURE MATCHED AGAINST THE BUDGET TOGETHER WITH YEAR-TO-DATE PERFORMANCE, PERCENTAGE CHANGE INDICATORS, AND A COMPARISON TO PREVIOUS YEAR'S PLANNED AND ACTUAL EXPENDITURES.

GENERAL LEDGER (CURRENTLY WITHDRAWN FROM AVAILABILITY)

THE REQUIREMENTS FOR AGENCY GENERAL LEDGER CONTROL OF ACCOUNTING OPERATIONS COULD BE PROVIDED BY SETTING UP IN GAS II A CHART OF ACCOUNT NUMBERS ASSOCIATED WITH NAMES OF SPECIFIC TRIAL BALANCE/BALANCE SHEET/STATEMENT OF REVENUE ACCOUNT NAME DESCRIPTIONS. THE GENERAL LEDGER FILE COULD BE USED AS AN INFORMATION LOCATING MEDIA WHICH FROM ITS RECORDED INFORMATION IS ABLE TO LOCATE ALL BALANCES

ASSOCIATED WITH THE SPECIFIC ACCOUNT FOR WHICH AMOUNTS ARE ACCUMULATED. AN EIGHT DIGIT CODE PROVIDES IDENTIFICATION FOR EACH CHART AND ITS SUB-HEADING AS REQUIRED ALONG WITH INFORMATION IN EACH RECORD INDICATING THE LOCATION OF THE TOTALS OF ACCOUNTS TO BE ASSEMBLED INTO A FINANCIAL STATEMENT. SINCE MOST OF THE DATA BASES FROM WHICH INFORMATION IS TO BE OBTAINED ARE OF THE SINGLE ENTRY TYPE SUPPORTED BY SUMMARIES, THE OFFSETTING ACCOUNT IMPLIED IN SINGLE ENTRY ACCOUNTING IS ALSO RETAINED IN THE LEDGER NAME FILE FOR EACH OFFSETTING POSTING TO THE ONE FOR WHICH DATA IS ACCESSED. USING THIS TECHNIQUE, THE ACTUAL POSTING OF DETAIL DATA TO ADDITIONAL SUBSIDIARY LEDGERS, SUMMARIZED IN TO A GENERAL LEDGER RECORD AND EXTRACTED VIA A TRIAL BALANCE AVOIDS DUPLICATION OF EFFORT WHICH IS PROHIBITIVE IN AN ON-LINE SYSTEM. THUS, USING THE GENERAL LEDGER FILE AS THE CHART OF ACCOUNTS RECORD, THE ENTIRE SYSTEM COULD BE SEARCHED TO EXTRACT DATA FROM APPROPRIATE SOURCES AND PROVIDE THE BASIS FOR STATEMENTS OF FINANAL CONDITION AS DESIRED.

JOURNAL ENTRIES

IN CERTAIN CASES WHERE DATA IS INSUFFICIENT FROM THE OVERALL GAS II MAINTENANCE MODULES, OR WHERE STANDARD ACCOUNTING PRACTICES DO NOT MEET UNIQUE AGENCY ACCOUNTING REQUIREMENTS, AN ADDITIONAL ADJUSTMENT CAPABILITY IS AVAILABLE THROUGH THE JOURNAL ENTRY SYSTEM.

TO ADDRESS ANY DETAIL NOT AVAILABLE THROUGH NORMAL GAS II PROCESSING, IT IS POSSIBLE TO SET UP SPECIFIC JOURNAL ENTRIES TO PROVIDE THE PERTINENT DEBITS AND CREDITS (MUST ALWAYS BALANCE FOR THE DOUBLE ENTRY CONCEPT) THROUGH AN ON-LINE ENTRY SYSTEM. THIS ALLOWS FISCAL AUTHORITY TO CREATE ANY ENTRIES DESIRED TO MODIFY OR SET UP NEW BALANCES FOR ANY OF THE CHARTS OF ACCOUNTS SPECIFIED BY THE LEDGER NAMES SYSTEM. THE LEDGER NAMES FILE WILL HAVE BEEN ORGANIZED TO INCLUDE A SEARCH OF THE JOURNAL ENTRY FILE FOR ENTRIES PERTINENT TO THE DEVELOPMENT OF THE FINANCIAL STATEMENTS. THIS ALLOWS COMPLETE CONTROL OF THE FINANCIAL REPORTING SYSTEM REQUIRED FOR GOOD FISCAL MANAGEMENT.

WHERE REQUIRED AT INDIVIDUAL AGENCY OPTION, THE JOURNAL ENTRY FILE IS USED TO PROVIDE AUDIT RECORDS OF ADDITIONS, CHANGES AND DELETIONS TO APPROPRIATIONS IN THE PROJECT/DEPARTMENT/LINE RECORDS, SUCH THAT ENTRIES MAY BE REPORTED FROM AN EXTRACT PROVIDED BY THE GAS II SYSTEM.

PROVISION IS MADE FOR JOURNAL ENTRIES TO POST TO INDICATED PROJECT/DEPARTMENT/LINE SUMMARY RECORDS, AND AS SUCH ARE REFLECTED IN VARIOUS ON-LINE AND BATCH REPORTS.

BATCH CONTROL

FOR FURTHER RELIABILITY OF THE SYSTEM IN ADDITION TO THE MANY CHECKS THAT ENSURE ONLY VALID DATA BE POSTED, A DOLLAR CONTROL IS PRO-

VIDED IN BOTH EXPENDITURE AND CASH RECEIPTS THROUGH THE BATCH CONTROL MODULE. REGULAR VOUCHERS OR PROJECT VOUCHERS, IF ENTERED INDEPENDENT OF THE STANDARD INVOICE VOUCHER SYSTEM, MAY BE DOLLAR CONTROLLED WITH THE BATCH BALANCE SYSTEM.

TO PROVE THE BATCH TOTAL AT THE END OF THE POSTING ACTIVITY, THE BATCH NUMBER AND MANUALLY GENERATED CONTROL TOTALS ARE ENTERED ONTO THE SCREEN AFTER WHICH THE ON-LINE SYSTEM REPORTS BACK THE TOTAL OF THE SPECIFIC BATCH WHICH SHOULD BE COMPARED WITH THE MANUAL TOTAL. IF BOTH AGREE THE ACCURACY OF THE DOLLAR ENTRIES ARE VERIFIED. VARIOUS OTHER SYSTEM EDITS HELP ENSURE THE ACCURATE POSTING OF NON-DOLLAR DATA TO THE CORRECT ACCOUNT. IF THE DOLLAR AMOUNT IS OUT OF BALANCE WITH THE MANUALLY DETERMINED CONTROL TOTAL, ANOTHER SCREEN CAN BE CALLED TO DISPLAY THE INDIVIDUAL ITEMS POSTED SO THAT COMPARISONS CAN BE MADE TO THE ORIGINAL ENTRY SOURCE DOCUMENT FOR VALIDATION OR CORRECTION. ONCE CORRECTED, THE APPROPRIATE SCREEN CAN AGAIN BE USED TO VERIFY THE PROPER TOTALS WITH THE MANUALLY ESTABLISHED CONTROLS.

DISBURSEMENTS IN THE FORM OF INVOICE VOUCHERS ARE CONCURRENTLY RECORDED IN THE SAME WAY AS CASH RECEIPTS, ALL IN ADDITION TO THE NORMAL TESTS FOR PROPER AVAILABILITY OF FUNDS, SO THAT VOUCHERS, NO MATTER WHERE POSTED IN THE VARIOUS FILES, ARE LISTED BACK ON-LINE FOR DETECTING ERRORS IF NEEDED. THUS, THE BATCH SYSTEM GIVES ASSURANCE THAT THE DOCUMENTS POSTED WERE IN FACT POSTED CORRECTLY. VOUCHER BATCHES ARE RETAINED FOR A PERIOD OF TWO WEEKS, AND THEN DELETED. HARD COPY IS AVAILABLE IF REQUIRED.

AUDIT COMMAND LOG

ALL ADDITIONS, DELETIONS, AND CHANGES ARE RECORDED ON THE AUDIT COMMAND LOG, A FILE OF ALL TRASACTIONS SUCCESSFULLY ENTRERED INTO GAS II. THIS FILE IS COPIED TO MAGNETIC TAPE DAILY AND IS USED AS BACKUP FOR RECOVERY OF INFORMATION IN THE UNLIKELY EVENT OF COMPUTER FAILURE.

PROPER ACCOUNTING PROCEDURES DO NOT PERMIT ERASURES OF RECORDS BUT THE ON-LINE SYSTEM USES CERTAIN TECHNIQUES TO DELETE ENTRIES UNDER VALID CIRCUMSTANCES. DELETIONS ARE RECORDED ON THE AUDIT COMMAND LOG IN ORDER TO PROVIDE AUDIT TRAIL WHERE REQUIRED. INFORMATION RETAINED INCLUDES THE BASIC ACCOUNT NUMBER AND, WHERE POSSIBLE, THE DOCUMENT NUMBER, SUCH AS VOUCHER NUMBER, OBLIGATION NUMBER, OR PROJECT/DEPARTMENT/LINE NUMBER. ONLY TRANSACTIONS WHICH DO NOT HAVE RELATED TRANSACTIONS IN OTHER FILES MAY BE DELETED.

WHEN REQUIRED, THE AUDIT COMMAND LOG CAN BE ACCESSED FOR A REPORT WHICH WILL LIST SUCH SPECIAL AUDIT INFORMATION AS FOLLOWS:

* TRANSACTION NUMBER
* THE ORGINAL SCREEN INFORMATION (I.E., OPERATOR ID, ETC.)
* THE DATE/TIME THE ENTRY WAS WRITTEN INTO THE COMMAND LOG.

THUS THE COMMAND LOG SERVES TWO BASIC FUNCTIONS: IT PROVIDES PRIMARY BACKUP FOR RECOVERY PURPOSES AND IT PROVIDES INFORMATION SO

REPORTS COULD BE EXTRACTED FOR EXAMINATION OF SPECIAL CONDITIONS INCLUDING DELETIONS.

REPORT CAPABILITIES

THE GAS II SYSTEM ALSO PROVIDES MAJOR SERVICE TO MANAGEMENT THROUGH ITS VARIOUS ON-LINE REPORT CAPABILITIES. EACH MODULE CAN PRODUCE ITS OWN SET OF REPORTS THROUGH A NETWORK OF USER INQUIRIES. THESE REPORTS CAN THEN BE USED AS HARD-COPY BACKUPS, TANGIBLE DOCUMENTS USED IN DECISION-MAKING, AND ACCOUNTING TOOLS FOR REPORTING THE STATUS OF THE USER AGENCY TO THE NECESSARY FISCAL AUTHORITIES.

CONTENT OF FILES REPORTED IN OVERNIGHT BATCH MODE INCLUDES:

* ESTABLISHED APPROPRIATIONS AND SUMMARY DETAIL WITH INCREASE AND DECREASE DATA
* OBLIGATION AND ENCUMBRANCE DETAIL WITH SUMMARY INFORMATION
* INVOICE VOUCHER DETAIL
* PROJECT SUMMARIES
* PROJECT VOUCHER DETAIL
* ACCOUNTS RECEIVABLE AND PAYABLE DATA
* VENDOR NAME AND ADDRESS DETAIL
* WARRANT TRANSMISSION DETAIL ALONG WITH MAGNETIC TAPES FOR TRANSMITTAL TO THE COMPTROLLER

ACCOUNTING PRINCIPLES AND CUSAS RULES

THE NATIONAL COMMITTEE ON GOVERNMENT ACCOUNTING HAS PUBLISHED A MANUAL ENTITLED "MUNICIPAL ACCOUNTING AND AUDITING" WHICH SETS FORTH CERTAIN PRINCIPLES AND PROCEDURES AS BEING REQUIRED FOR PROPER ACCOUNTING MANAGEMENT OF GOVERNMENTAL AGENCIES. GAS II IS IN ACCORD-ANCE WITH N.C.G.A. PRINCIPLES WHICH ARE PARAPHRASED AS FOLLOWS:

GAS II HAS BEEN DESIGNED TO COMPLY WITH LEGAL PROVISIONS AS EXPRESSED BY CUSAS AND B.O.B. AND TO REFLECT THE FINANCIAL CONDITION AND FINANCIAL OPERATIONS OF THE USER AGENCY.

GAS II PROVIDES FOR DOUBLE-ENTRY ACCOUNTING AND LEDGERS IN WHICH THE FINANCIAL TRANSACTIONS ARE RECORDED IN DETAIL OR IN SUMMARY AS APPROPRIATE, REFLECTING POSTINGS TO SUBSIDIARY RECORDS AS RECORDED. SUBSIDIARY SINGLE ENTRY RECORD KEEPING CAN ALSO BE ACCOMPLISHED WITH-OUT USING THE GENERAL LEDGER CONCEPT, BUT THE SAME CONTROL SUMMARIES ARE AUTOMATICALLY MAINTAINED.

GAS II PROVIDES FINANCIAL ADMINISTRATION BY FUNDS. HOWEVER, SINCE FUND ACCOUNTING CAN BE RESTRICTIVE IN OVERALL MANAGEMENT OF AGENCY FUNCTIONS, PROVISIONS ARE MADE TO IDENTIFY FINANCIAL INFORMATION WHICH CROSSES FUND OR EVEN DIVISION LINES WITHIN AS AGENCY TO PROVIDE REPORTS OF FINANCIAL ACTIVITY BY FUNCTION OR BY ACCOUNT OR COST CEN-TER. IN THIS WAY THE PRINCIPLE OF KEEPING AS FEW FUNDS AS LEGALLY PERMISSABLE MAY BE FOLLOWED WHILE AT THE SAME TIME MORE ELABORATE DETAIL IS AVAILABLE FOR WHATEVER MANAGEMENT NEEDS ARE REQUIRED.

BUREAU OF THE BUDGET APPROPRIATIONS ARE ENTERED IN TOTAL, RESTRICTIVE RESERVES ARE SEGREGATED AND EACH QUARTER ALLOTMENT BALANCE IS ENTERED IN THE APPROPRIATE QUARTER. THE SUM FOR EACH QUARTER PLUS THE RESERVE MUST BE EQUAL TO THE APPROPRIATION. IN ACCORDANCE WITH B.O.B. RULES, EXPENDITURE OF FUNDS CANNOT EXCEED THE ALLOTMENT FOR THE QUARTER IN WHICH THE EXPENDITURE IS MADE. THE SYSTEM WILL NOT PERMIT THE OVEREXPENDITURE OF THE ALLOTMENT OF UNOBLIGATED FUNDS, NOR THE UNENCUMBERED REMAINING BALANCE OF THE APPROPRIATION. AT THE INDIVIDUAL AGENCY'S REQUEST, UNEXPENDED ALLOTMENTS ARE "ROLLED OVER" AT THE END OF EACH QUARTER INTO THE SUBSEQUENT QUARTER FOR EXPENDITURE AVAILABILITY. IF NECESSARY EXPENDITURES ARE RESTRICTED BY EXISTING ENCUMBRANCES OR OBLIGATIONS ENTERED IN THE SYSTEM. ONLY A CANCELLATION REDUCTION PROCESS WILL PERMIT SUBSEQUENT ENTRY OF THE EXPENDITURE IN KEEPING WITH PRINCIPLES OF NO OVER EXPENDITURES.

OBLIGATION PROCESSING RULES ARE FURTHER DEFINED BY CUSAS EXHIBIT 5.20.10-B WHICH DESCRIBES TYPE AND ACTION CODES RESTRICTING EXPENDITURE OF OBLIGATIONS. IN GENERAL, THE RULES PROVIDE THAT THE TYPE CODES MUST BE UNIFORM WITHIN AN OBLIGATION, AND THAT AUTOMATIC DE-OBLIGATION OCCURS WITH CERTAIN TYPE CLASSES BY USE OF SPECIFIC CODES ("10" WITH AUTOMATIC DE-OBLIGATION, "13" WITHOUT), AND RESTRICTS CERTAIN TYPES OF TRANSACTIONS ("11" SPECIFIC CONTRACTS FOR TANGIBLE PERSONAL PROPERTY) TO THE 10% OVEREXPENDITURE CAPABILITY ("15" AUTOMATIC DE-OBLIGATION WITH 10% OVEREXPENDITURE CAPABILITY, AND "18" WITHOUT AUTOMATIC DE-OBLIGATION OR 10% OVEREXPENDITURE). THESE RULES SPECIFY THE CODES FOR INCREASES OF OBLIGATIONS (20), DECREASES (25) AND CAN-

CELLATION (29). ALL OF THE OBLIGATION PROCESSING RULES ARE FOLLOWED BY GAS II.

THE RECORDING OF PURCHASE ORDERS OR SIGNED CONTRACTS CAN BE REFLECTED BY IMMEDIATE RECORDING OF ENCUMBRANCES OR OBLIGATIONS, EARMARKING APPLICABLE FUNDS AND APPROPRIATIONS.

FINANCIAL REPORTS CAN BE PROVIDED AS OFTEN AS NEEDED - EVEN DAILY IF REQUIRED - BY MERELY PLACING THE APPROPRIATE REQUESTS TO THE GAS ON-LINE REPORT REQUEST SERVICE. THESE REPORTS SHOW CURRENT CONDITION OF BUGETARY ACCOUNTS, EXPENDITURES, ENCUMBRANCES, OBLIGATIONS, UNEXPENDED BALANCES, RECEIPTS RECORDS, AND CASH ALL ENTERED TO GAS II. DATA IS AVAILABLE FOR FULL FINANCIAL STATEMENTS IF THAT IS THE NEED OF THE AGENCY THROUGH AUXILIARY PROGRAMMING.

USE OF GAS II PROVIDES A GENERAL UNIFORMITY OF FINANCIAL REPORTS AND PROCEDURES FOR ALL AGENCIES USING THE SYSTEM DUE TO COMMONALITY OF THE PROGRAMS, MAKING IT POSSIBLE TO PROVIDE APPROPRIATE COMPARISON BETWEEN AGENCIES FOR THOSE SO ENTITLED TO SUCH INFORMATION.

THE UNIFORMITY OF THE FINANCIAL REPORTS MAKES A PERIODIC AUDIT EASIER AND MORE PRACTICAL FOR THE AUDITING AUTHORITIES RESPONSIBLE. CUSAS RULES PROVIDE CERTAIN FORMULAE WHICH RESTRICT OBLIGATIONS AND PROVIDE THE RESTRICTIONS ON GENERAL CHART OF ACCOUNT USAGES IN THE OBLIGATION OR NON-OBLIGATION OF APPROPRIATED FUNDS. BUREAU OF THE BUDGET PROVIDES THE APPROPRIATION DATA AND RESTRICTS THE EXPENDITURE

THEREOF THROUGH THE ALLOTMENT OF FUNDS BY QUARTERS. HOW GAS II ADDRESSES THESE REQUIREMENTS IS STATED AS FOLLOWS:

TO THE EXTENT THAT CERTAIN EXPENDITURES NEED NOT BE OBLIGATED DUE TO DOLLAR AMOUNTS (LESS THAN $2,500.00), OR TO THE TYPE OF MAJOR OBJECT CLASSIFICATION (SUCH AS AWARDS AND GRANTS, LINE 4400), THE PRINCIPLE OF PROHIBITING EXPENDITURES GREATER THAN AVAILABLE FUNDS IS STILL APPLIED. THE FORMULA FOR FUNDS AVAILABLE FOR USE IS CALCULATED AS THE SUM OF THE APPROPRIATIONS PLUS ANY APPROPROPRIATION INCREASES MINUS ANY VOUCHERS MINUS APPROPRIATION DECREASES (NORMALLY FROM FORM F1) MINUS ANY OBLIGATIONS, MINUS ANY ENCUMBRANCES. ANY RESIDUAL BALANCE MAY BE USED FOR EXPENDITURE OF A PERMITTED UNOBLIGATED VOUCHER. FURTHER, A CHECK IS MADE AGAINST CURRENT ALLOTMENT TO DATE LESS TOTAL VOUCHER EXPENDITURES LESS OBLIGATIONS TO DATE. A RESIDUAL UNEXPENDED CURRENT ALLOTMENT BALANCE MUST BE AVAILABLE FOR THE PERMITTED UNOBLIGATED VOUCHER TO BE PROCESSED; OTHERWISE IT IS REJECTED.

PROPER ACCOUNTING PROCEDURES DO NOT PERMIT ERASURES OF RECORDS. ON AN ON-LINE SYSTEM CERTAIN TECHNIQUES ARE USED TO DELETE ENTRIES UNDER VALID CIRCUMSTANCES. IN THE GENERALIZED ACCOUNTING SYSTEM, PHASE II, ONLY DELETIONS WHICH DO NOT HAVE RELATED TRANSACTIONS DEPENDENT UPON TRANSACTIONS UNDER CONSIDERATION MAY BE DELETED, AND SUCH A DELETION IS WRITTEN TO A SPECIAL RECORD CALLED THE AUDIT COMMAND LOG. ALL DELETIONS, CHANGES AND ADDITIONS WHICH REFLECT ORIGINAL ENTRIES TO THE SYSTEM ARE RECORDED ON AUDIT COMMAND LOG. THIS LOG IS WRITTEN TO MAGNETIC TAPE DAILY. ALL THE DETAILS OF THE TRANSACTION

ARE RECORDED ALONG WITH THE TIME OF THE ENTRY, AND THE INITIALS OF THE OPERATOR MAKING THE ENTRY.

THE FEW PERMITTED DELETIONS OR CHANGES ARE NOT DESIGNED TO BE EASY AS SUCH WOULD INVITE ACCIDENTAL ENTRY. MOST ATTEMPTS AT "ERASURE" HAVE BEEN PREDETERMINED TO FAIL. NO ELEMENT OF INFORMATION MAY BE DELETED IF THERE IS RELATIONAL DATA UPON WHICH THE BASE ELEMENT RETAINS SUMMARY INFORMATION. IF THE RELATIONAL DATA IS DELETED AND THE SUMMARY INFORMATION IS ZEROED THEN THE BASE ELEMENT MAY BE DELETED WITH REPORT TO THE AUDIT COMMAND LOG.

THERE ARE CERTAIN ELEMENTS WHICH CAN BE ZEROED, BUT STILL CANNOT BE DELETED BECAUSE THERE MAY BE RELATIONAL ELEMEMTS WHICH OFFSET EACH OTHER FOR A TOTAL OF ZERO. THEREFORE, THESE ELEMENTS CANNOT BE DELETED BECAUSE THERE MAY BE A WHOLE GROUP OF RELATED ITEMS. ALTHOUGH SUCH ELEMENTS CANNOT BE DELETED, THEIR NAME TITLES MAY BE BLANKED OUT, AND REPORT PROGRAMS (BUT NOT ON-LINE INQUIRIES) MAY IGNORE SUCH INFORMATION WHICH CONTAINS ZERO DOLLAR AMOUNTS AND BLANK NAMES. THUS, WHILE THE 'NON-DATA' WON'T BE REPORTED ON A RECURRING BASIS, IT WILL NOT BE DELETED EITHER, SO AS TO REMAIN AVAILABLE FOR EXAMINATION IF NEEDED BY MAKING ON-LINE INQUIRY.

IN SUMMARY, THE PRINCIPLES FOLLOWED BY THE GENERALIZED ACCOUNTING SYSTEM PHASE II ARE THOSE REQUIRED BY THE COMPROLLER THROUGH CUSAS, RULES PRESCRIBED BY THE BUREAU OF THE BUDGET, AUDITING CONCEPTS REQUIRED BY THE BUREAU OF AUDITS, APPROPRIATION PROVISIONS MANDATED BY

THE LEGISLATURE, AND GENERALLY ACCEPTED PRINCIPLES OF ACCOUNTING RECOMMENDED BY THE NATIONAL COMMITTEE ON GOVERNMENT ACCOUNTING.

THE GENERALIZED ACCOUNTING SYSTEM PHASE II PROJECT TEAM INVITES INTERESTED FISCAL OFFICERS TO COMMENT AND RECOMMEND ADDITIONAL SYSTEMS CONTROLS TO ASSURE COMPLETE ADHERENCE TO PROPER ACCOUNTING PRINCIPLES.

SECURITY

THE GENERALIZED ACCOUNTING SYSTEM HAS A COMMON DATA BASE FOR ALL USER AGENCIES. THEREFORE, A STRONG EMPHASIS HAS BEEN PLACED ON SECURITY AND INTEGRITY IN PROCESSING AND RETRIEVING AN AGENCY'S ACCOUNTING INFORMATION.

CONFIDENTIALITY IN UPDATING AND RETRIEVING ON-LINE DATA IS ASSURED THROUGH MANY LEVELS OF SAFEGUARDS. THE USER HAS PHYSICAL SECURITY WITHIN HIS TERMINAL WHICH ASSOCIATES ITS ELECTRONIC IDENTIFICATION NUMBER WITH THE TWO-CHARACTER AGENCY PREFIX EXCLUSIVELY ASSIGNED TO HIS TRANSACTIONS. A SECRET EIGHT CHARACTER PASSWORD KEYED INTO THE POSTING SCREEN ASSURES THAT ONLY THOSE PERSONS POSSESSING THE PASSWORD CAN MAKE ENTRIES INTO THE SYSTEM.

PASSWORDS ARE ALSO ASSIGNABLE TO INDIVIDUAL DIVISIONS WITHIN AN AGENCY AND SPECIFIC TRANSACTIONS CAN BE LIMITED TO INDIVIDUAL TERMINALS, ALLOWING ENTRY AND INQUIRY ONLY TO THOSE TRANSACTIONS FOR A SPECIFIC DIVISION AS DETERMINED BY THE AGENCY. IN ADDITION, ANY TERMINAL WITHIN AN AGENCY CAN BE RESTRICTED TO CERTAIN TRANSACTION TYPES OR INQUIRES AS DESIRED.

A SPECIAL DATABASE HAS BEEN ESTABLISHED TO DELEGATE PASSWORD CONTROL TO INDIVIDUAL AGENCY AUTHORITY. A SPECIAL SCREEN HAS BEEN DEVELOPED TO ALLOW ENTRY OF THE SECRET PASSWORD AT A DUAL LEVEL. THE GAS SECURITY OFFICE, UPON COMMUNICATION FROM AN AGENCY SECURITY OFFICE WILL ENTER THE AGENCY'S CHOICE FOR A MASTER PASSWORD. WHEN THIS ENTRY

HAS BEEN EXECUTED BY CENTRAL MANAGEMENT SERVICES PERSONNEL, THE LOCAL AGENCY CALLS UP THE PASSWORD DATA BASE SCREEN AND ENTERS THE AGENCY'S MASTER PASSWORD, AND ALSO THE LOCAL PASSWORD OR PASSWORDS IF DIVISION SECURITY AS DESIRED. IN ADDITION, A SEPARATE PASSWORD MAY BE UTILIZED FOR POSTING TRANSACTIONS WITHIN THE SAME DIVISION AND SIMILARLY A DIFFERENT PASSWORD FOR INQUIRY COULD BE USED FOR THAT DIVISION.

OTHER ELEMENTS OF SECURITY, BACKUP AND RECOVERY, ARE PROVIDED BY THE CONCURRENT POSTING OF A SPECIAL DATA BASE CONTAINING THE SCREEN IMAGE OF EVERY POSTING TRANSACTION OCCURRING IN THE SYSTEM. THIS IS THE AUDIT COMMAND LOG, A SPECIAL DATA BASE COPIED TO MAGNETIC TAPE ON A FREQUENT BASIS WHICH IS CURRENTLY MAINTAINED AS A COMPLETE RECORD OF ALL ACTIVITY IN THE SYSTEM. A NIGHTLY COPY OF ALL FILES IS MADE SO THAT IN THE UNLIKELY EVENT OF COMPUTER FAILURE, THE BACKUP COPY EXISTS TO ALLOW A QUICK REBUILDING OF ALL RECORDS.

THE CENTRAL COMPUTER FACILITY SECURITY PROGRAM "RACF" IS AVAILABLE TO ANY AGENCY TO FURTHER SECURE ITS GAS TRANSACTIONS AND AGENCY MANAGED MAGNETIC TAPES. HOWEVER, A PERMIT MUST BE GIVEN TO GAS PROGRAMS TO ACCESS SUCH TAPES IN ORDER TO OUTPUT INFORMATION FROM THE GAS FILES, WHICH THEMSELVES ARE UNDER RACF SECURITY AND ACCESSABLE ONLY TO GAS PROGRAMS.

WITH TERMINAL ACTIVITY TIED TO AGENCY AND TRANSACTION AND COMPLETE NIGHTLY BACKUP OF ALL DATA BASES AND TRANSACTIONS, SECURITY FOR GAS II HAS BEEN DESIGNED TO MINIMIZE POSSIBLE LOSS OF INFORMATION EITHER THROUGH UNAUTHORIZED ACCESS OR OUTRIGHT DISASTER.

CHAPTER 1

GETTING STARTED

GENERAL INSTRUCTIONS
FOR THE FISCAL OFFICER - FOR THE ACCOUNTANT -
HARDWARE REQUIREMENTS
SELECTING THE DATA ENTRY PERSON
HOW RECORDS ARE KEPT
HOW TO USE THE INPUT SCREENS
ABOUT DELETING TRANSACTIONS
GUIDE FOR USING THE SCREEN EXAMPLES IN THIS MANUAL

FOR INSTRUCTIONS ON USING THE COMPUTER TERMINAL
SEE APPENDIX A

TO MAKE TERMINAL AVAILABLE FOR NON-GAS II PROCESSING
SEE APPENDIX B

FOR INSTRUCTIONS ON USING THE PASSWORD DATABASE
SEE CHAPTER 12

GENERAL INSTRUCTIONS

EXPENDITURE CONTROL MANAGEMENT AND OPERATION

FISCAL OFFICER

IT IS THE DUTY OF THE FISCAL OFFICER TO:

* COMMUNICATE TO THE GAS II OFFICE THE DESIRED MASTER PASSWORD.
* ESTABLISH THE AGENCY LOCAL PASSWORD OR WORDS AS PER INSTRUCTIONS IN CHAPTER 12
* PROVIDE BUREAU OF BUDGET "F1" APPROPRIATION CONTROL INFORMATION.
* PROVIDE ENCUMBRANCE INFORMATION AS AVAILABLE.
* PROVIDE OBLIGATION DOCUMENTS FOR ENTRY.
* PROVIDE INVOICE VOUCHERS FOR ENTRY INTO THE ACCOUNTING SYSTEM.
* DETERMINE TRANSACTION CODES TO BE USED FOR VARIOUS TYPES OF ENTRIES TO BE POSTED.
* ESTABLISH RELATIONSHIPS IF REQUIRED BETWEEN EXPENDITURE CONTROL AND ACCOUNTS PAYABLE.
* DEFINE PROJECT MANAGEMENT USAGE AND POSSIBLE POSTING CONCURRENCY WITH APPROPRIATION CONTROL.
* ELECT USAGE OF SUBA FOR FUNCTIONAL PROCESSING AS A SUB LEVEL OF THE APPROPRIATION CONTROL PROCESS.

* DELIMIT THE USE OF NON-CUSAS MAJOR OBJECTS AND DETAIL OBJECT NUMBERS.
* ESTABLISH RULES FOR USE OF ENCUMBRANCES IN CONVENTIONAL PROCESSING OR UNDER SPECIAL AGENCY NEEDS AS REQUIRED.

THE CONSIDERATIONS ABOVE SHOULD BE DISCUSSED WITH THE GAS II PROJECT OFFICE TO ASCERTAIN THE BEST POSSIBLE UTILIZATION OF THE SYSTEM. SEVERAL AGENCIES HAVE CONSIDERED AND DEVISED VARIOUS USAGES OF GAS II. THE COMMON SYSTEMS COORDINATOR IS IN A POSITION TO RELATE THESE EXPERIENCES TO INTERESTED AGENCIES.

GAS II DATA ENTRY ACCOUNTANT

IT IS NECESSARY FOR THE ACCOUNTANT TO:

* SET UP APPROPRIATION CODE ACCOUNTS FROM "F1" FORMS.
* SET UP APPROPRIATION CODE MAJOR OBJECTS WITH QUARTERLY ALLOTMENTS AND RESERVES.
* SET UP ENCUMBRANCES FROM REQUISITION FORMS OR OTHER DATA SUPPLIED BY FISCAL OFFICER.
* SET UP OBLIGATIONS FROM THE OFFICIAL CONTRACT OBLIGATION DOCUMENTS.
* ENTER INVOICE-VOUCHERS AS REQUIRED.

HARDWARE REQUIREMENTS AT AN INDIVIDUAL AGENCY

TO USE GAS II, AN IBM 327X TYPE TERMINAL IS REQUIREDWITH A TELE-COMMUNICATIONS LINE TO THE CENTRAL COMPUTER AT THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES, BUREAU OF INFORMATION AND COMMUNICATION SERVICES. APPROPRIATE MODEMS ARE ALSO REQUIRED.

PERSONAL COMPUTERS ARE BEING USED IN LIEU OF 327X TERMINALS. EACH MUST HAVE ITS OWN SOFTWARE PACKAGE EMULATING SNA-SDLC COMMUNICATIONS SO THE HOST SYSTEM CAN RESPOND. NON STANDARD UNITS CURRENTLY IN USE INCLUDE BURROUGHS B-20 PC'S, IBM PC'S OF SEVERAL MODELS, WANG SYSTEMS, IBM DISPLAYWRITERS, IBM MODEL 8100 SYSTEMS AND IBM SYSTEMS/36.

NEWLY PARTICIPATING AGENCIES SHOULD CALL THE GAS II PROJECT OFFICE FOR SPECIFIC CURRENT INSTRUCTIONS TO INSTALL GAS. AN OPTION FOR THE NEW AGENCY IS THE ACQUISITION OF A PRINTER WHICH WILL ALLOW PRINTOUT OF INFORMATION DISPLAYED ON THE TERMINAL SCREEN FROM THE INQUIRY PROGRAMS REGARDING STATUS OF THE VARIOUS ACCOUNTS. IF THE VOLUME OF DATA TO BE PRINTED IN BATCH IS NOT TOO GREAT CERTAIN "LOCAL PRINTERS" MAY BE USED TO RECEIVE OVERNIGHT REPORTS IN LIEU OF USING THE LARGE LASER PRINTER AVAILABLE AT THE CENTRAL COMPUTER FACILITY FOR LATER REPORT DELIVERY. THE GAS TEAM WILL BE GLAD TO PROVIDE MORE INFORMATION TO AID THE NEW AGENCY IN MAKING THIS DECISION.

SELECTING THE INFORMATION ENTRY OPERATOR

DATA IS NORMALLY ENTERED TO THE SYSTEM DIRECTLY FROM SOURCE DOCUMENTS (INVOICE VOUCHERS, CHECKS OR CASH RECEIPTS, OBLIGATION DOCUMENTS, LEASES, ETC.). SINCE THE SYSTEM EDITS ALL DATA AT THE TIME OF ENTRY AND DIRECTLY POSTS THE ACCOUNT IF THE ENTRY IS VALID, A TRAINED ACCOUNTANT IS RECOMMENDED TO POST TO THE SYSTEM. SUCH A PERSON IS FAMILIAR WITH THE ACCOUNTING REQUIREMENTS OF THE DATA, AND CAN RESPOND TO ERRORS DETECTED ON-LINE BY THE SYSTEM. BY WAY OF CONTRAST, A DATA ENTRY PERSON NORMALLY ENTERS DATA FROM INPUT FORMS DEVISED TO ENCOURAGE FAST KEYING. AFTER A TRANSACTION HAS BEEN ENTERED ANY ERROR MESSAGE WOULD NEED TO BE RECORDED ON THE ENTRY FORM BY A NON-ACCOUNTANT AND RETURNED TO THE ORIGINATOR FOR CORRECTION AND LATER RE-ENTRY. GAS II IS DESIGNED FOR DIRECT POSTING OF A SOURCE DOCUMENT AND DEPENDS ON OPERATOR FAMILIARITY WITH THE WORK AS DOES ANY GOOD BOOKKEEPER/ACCOUNTANT RATHER THAN MERELY FOR SPEEDY KEY OPERATION. WHILE MANY USERS OF GAS II HAVE SUCCESSFULLY USED DATA ENTRY OPERATORS, SUCH PERSONS HAVE ACTED AS ACCOUNTING EMPLOYEES, NOT AS DATA ENTRY PERSONNEL. OPERATORS MAY FUNCTIONALLY REPORT TO A DATA PROCESSING AUTHORITY, BUT THEIR RESPONSIBILITIES AND DIRECTION MUST COME FROM THE ACCOUNTING OFFICE FOR THE SYSTEM TO WORK PROPERLY.

RECORD KEEPING CONCEPTS

DATA ENTRY FOR GAS II IS REGULARLY PERFORMED ON-LINE. SOME AGENCIES HAVE DEVELOPED FISCAL INFORMATION WHICH IS REFORMATTED BY COMPUTER INTO GAS TRANSACTIONS. THESE ARE READ BY A GAS II PROGRAM IN OVERNIGHT BATCH MODE. EXCEPTION LISTINGS ARE PRINTED OUT WHICH ARE SIMILAR TO MESSAGES PROVIDED ON THE INPUT SCREEN WHEN USING ON LINE DATA ENTRY. REPORTING IS BY DIRECT ON-LINE INQUIRY OR BY DETAILED REPORTING VIA OVERNIGHT PRINTOUT OF REQUESTED INFORMATION.

RECORDS ARE ESTABLISHED BY SETTING UP THE APPROPRIATION ACCOUNTS AND THEN POSTING PERTINENT COMMITTMENTS, OBLIGATIONS AND VOUCHERS TO THE SPECIFIC ACCOUNTS REQUIRED. PROJECTS MIGHT BE SET UP WITH THE VARIOUS SUB-BREAKDOWNS BY DEPARTMENT (COST CENTER) AND FURTHER SUB-DEFINED BY LINE (MAJOR OBJECT) AND DETAIL OBJECT CODE (COST DETAIL). SIMILARLY, VENDOR NAME FILES ARE ESTABLISHED AS ARE CASH RECEIPTS , ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE RECORDS.

GENERAL LEDGER AND BUDGET PROCESSING - CURRENTLY NOT AVAILABLE- ESTABLISHES RECORDS DEFINING "WHERE" TO POST BUDGET MANAGEMENT, JOURNAL ENTRIES AND GENERAL LEDGER MANAGEMENT, PROVIDES NECESSARY FILES TO BUILD ACCOUNTING INFORMATION FOR REPORTS AS MAY BE REQUIRED. POSTING IS ACCOMPLISHED BY CALLING UP A "SCREEN" ON THE DATA ENTRY TERMINAL WHICH DISPLAYS INFORMATION FIELDS TO BE FILLED IN SO THAT KEYED DATA REPRESENTING INFORMATION ON A SOURCE DOCUMENT SUCH AS A VOUCHER IS POSTED TO THE COMPUTER RECORDS FOR LATER ACCOUNTING USAGE. THIS IS ACCOMPLISHED BY FOLLOWING TRADITIONAL ACCOUNTING RULES MODERNIZED BY THE CONCEPT OF A SINGLE ENTRY BEING POSTED TO ALL THE RECORDS WHICH MUST BE AFFECTED, INCLUDING SUMMARIES.

IN GAS II, EXTENSIVE FURTHER TESTS ARE MADE BY THE PROGRAM WHILE THE ENTRY IS BEING PROCESSED TO VALIDATE, INSOFAR AS LOGICALLY POSSIBLE, THAT THE DATA IS ACCEPTABLE FOR EVERY RELATIONSHIP REQUIRED. IF ANY ERRORS ARE FOUND THE ENTIRE CURRENT TRANSACTION WILL BE REFUSED UNTIL ALL CONDITIONS FOR ENTRY ARE PROPER AND CORRECT. FURTHER, TO DOUBLE CHECK DOLLAR TOTALS, A CASH RECEIPTS AND VOUCHER/PROJECT VOUCHER BATCH CONTROL SYSTEM HAS BEEN DEVELOPED TO ENSURE THAT THE TOTALS ENTERED AGREE WITH A PRE-DETERMINED BALANCE, PROVIDING AN ADDITIONAL CHECK OF DATA ACCURACY.

BATCH PROCESSING CONCEPTS

ALL OF THE POSTING TRANSACTIONS USED IN THE GAS II ON LINE SYSTEM MAY BE UTILIZED BY INTERESTED AGENCIES IN OVERNIGHT BATCH PROCESSING MODE. IN CASES WHERE AN AGENCY WISHES TO GENERATE DATA FOR POSTING TO GAS II IN BATCH, IT IS NECESSARY TO FORMAT TRANSACTIONS ON A MAGNETIC TAPE FILE, AND USE THE APPROPRIATE REPORT PROGRAM ENTRY SCREEN TO CAUSE THE TAPE TO BE READ AFTER ON LINE PROCESSING HOURS AND POST EACH ITEM AS IF IT WERE POSTED INDIVIDUALLY. IT MUST BE EMPHASIZED THAT FORMATTING AN ENTRY FOR BATCH ENTRY TO THE GAS DATA BASE REQUIRES AN INDIVIDUAL AGENCY DEVELOPED PROGRAM WHICH CENTRAL MANAGEMENT SERVICES WILL PUT TO EXTENSIVE TESTING PRIOR TO ITS ACCEPTANCE FOR USE AGAINST THE GAS II DATA BASES. BATCH PROCESSING IS PERFORMED IMMEDIATELY AFTER THE SHUT- DOWN OF THE DAILY ON LINE POSTING PROGRAMS, AND MUST BE SUCCESSFULLY PROCESSED BEFORE ANY REPORTS FOR ANY AGENCY CAN BE PROCESSED. THEREFORE, IT IS MOST IMPORTANT THAT SUCH PROGRAMS BE SO RELIABLE THAT BAD INFORMATION WILL NOT BE SUBMITTED CAUSING THE ABORT-ING OF ALL REPORT JOBS FOR THE AGENCY.

GENERAL SCREEN USAGE

DESCRIBED IN THE FOLLOWING PAGES ARE THE VARIOUS SCREENS USED TO MAKE ENTRIES TO THE GAS II RECORDS. A FEW COMMENTS ARE APPROPRIATE AT THIS POINT BY WAY OF EXPLANATION AS TO REGULAR OPERATING PROCEDURES.

IN GENERAL, MOST SCREENS REQUIRE THE USE OF A TRANSACTION CODE, A MODE, A TASK, A FISCAL YEAR, A PASSWORD, THE OPERATOR IDENTIFICATION, AND AGENCY CODE. ALL INFORMATION ENTERED (WITH A FEW EXCEPTIONS SEPARATELY DESCRIBED) REMAIN ON THE SCREEN AFTER ENTRY UNTIL ERASED OR CHANGED. THIS HAS THE ADVANTAGE OF NOT REQUIRING RE-ENTRY OF DATA THAT IS REPETITIVE FOR SEVERAL TRANSACTIONS AT A TIME.

ANOTHER OPERATING PROCEDURE THAT IS IMPORTANT IS THE ENTRY OF AMOUNT FIELDS <u>WITHOUT</u> USING A DECIMAL POINT TO INDICATE CENTS. AS A COMMON PRACTICE, FIELDS FOR MONETARY ENTRIES SHOULD BE CLEARED WITH AN "ERASE EOF" KEY AND AMOUNTS ENTERED FROM LEFT TO RIGHT AS ON A TEN KEY ADDING MACHINE. AMOUNTS WILL THEN BE AUTOMATICALLY RIGHT JUSTIFIED WITH LEADING ZEROES INSERTED FOR PROPER RECORDING.

FURTHER EXPLANATION OF THE TRANSACTIONS COMMON TO MOST SCREENS ARE AS FOLLOWS:

TRANSACTION REQUEST CODE:

A TWO DIGIT NUMBER INDICATING THE PARTICULAR OPERATION THAT IS DESIRED SUCH AS TO CREATE AN ACCOUNT, POST A VOUCHER WITH AN OBLIGATION, AND MANY OTHERS AS ELSEWHERE DESCRIBED IN DETAIL. EXCEPT FOR A FEW SPECIALIZED SCREENS, TRANSACTION CODES MUST ALWAYS BE USED.

MODE:

THE LETTER "T" MEANING "TRANSACTION", AND THE LETTER "I" MEANING "INQUIRY". A "T" OR "I" IS ALWAYS REQUIRED.

TASK:

A SINGLE LETTER FOR EACH TRANSACTION

"A" FOR ADD A TRANSACTION

"C" FOR CHANGE A RECORD ON FILE

"D" FOR DELETING A RECORD FROM THE FILE.

A 'BLANK' IS ACCEPTABLE WITH AN INQUIRY TRANSACTION.

FISCAL YEAR:

A TWO DIGIT "FY", THE FIELD DEFINING THE YEAR TO WHICH RECORDS ARE TO BE POSTED.

PASSWORD:

A NON-DISPLAYED EIGHT CHARACTER SECRET WORD WITHOUT WHICH THE GAS II FILES CANNOT BE USED. EACH AGENCY ESTABLISHES ITS OWN PASSWORD WHICH MAY BE DEFINED DIFFERENTY FOR INQUIRIES THAN FOR TRANSACTIONS. IN ADDITION, EACH AGENCY DIVISION MAY HAVE ITS OWN IF REQUIRED. THE PASSWORD MUST ALWAYS BE USED. HOWEVER IT NEED NOT BE RE-ENTERED AS LONG AS THE SAME ENTRY SCREEN IS IN USE, AND NO IMPROPER KEYING HAS BEEN MADE. AN IMPROPER KEYING WOULD INCLUDE THE USE OF A "PA2" KEY WHICH SHOULD ONLY BE USED TO RECALL AN ORIGINAL SCREEN AFTER AN INQUIRY HAS BEEN COMPLETED. SUCH MIS-USE USUALLY RESULTS IN MOST OF THE DATA SHOWN ON THE SCREEN BEING UNREADABLE BY THE

COMPUTER, REQUIRING RE-KEYING OF THE INFORMATION THAT APPEARS TO BE PRESENT BUT IS ACTUALLY NOT AVAILABLE FOR DATA TRANSMITTAL.

SEE CHAPTER 12 FOR INSTRUCTIONS IN PASSWORD PREPARATION.

OPERATOR ID:

OPERATOR IDENTIFICATION - THREE LETTERS IDENTIFYING THE PERSON MAKING ENTRIES. THE OPERATOR ID MUST BE RE-ENTERED AFTER MAKING "I" - INQUIRY TRANSACTIONS AS INQUIRIES WILL RECALL THE INITIALS OF THE PERSON HAVING MADE THE ENTRY TO WHICH INQUIRY IS BEING MADE. EVEN THOUGH THE INITIALS OF THAT PERSON APPEAR IN THE OPERATOR ID FIELD, AFTER AN INQUIRY THOSE INITIALS MAY NOT BE RECOGNIZED FOR TRANS-MISSION TO THE GAS II PROGRAM.

AGENCY CODE:

THE TWO LETTER IDENTIFYING CODE ASSIGNED TO THE AGENCY USING GAS II. USUALLY WHEN A "NO SUCH TRANSACTION CODE" MESSAGE APPEARS IT IS BECAUSE THIS FIELD HAS BEEN LOST IN TRANSMISSION AND EVEN THOUGH IT APPEARS TO BE PRESENT ON THE SCREEN IT SHOULD BE RE-KEYED TO ALLOW A SUCCESSFUL ENTRY.

THE ABOVE FIELDS ARE KNOWN AS THE SECURITY LINES AND ONCE ENTERED NEED NOT BE RE-ENTERED EXCEPT FOR SUCH INFORMATION WHICH MUST BE CHANGED UNDER DIFFERING CIRCUMSTANCES

TRANSACTION DELETION CONSIDERATIONS

DELETIONS ARE COMMONLY USED TO CORRECT ERRONEOUS ENTRIES. SOMETIMES AN AGENCY DESIRES TO USE AN OFFSET CREDIT TO NULLIFY AN INVALID ENTRY. BUT MORE OFTEN AN AGENCY WILL USE A DELETION TO ENABLE CORRECTION DUE TO SOURCE DOCUMENT ERROR NOT DETECTED UNTIL SOMETIME AFTER THE ORIGINAL ENTRY. CORRECTION OF A CURRENT MISTAKE IS ACCOMPLISHED BY USING A DELETE TRANSACTION, AND FOLLOWING APPROPRIATE INSTRUCTIONS, APPLICABLE TO THE TRANSACTION REQUIRING REVISION. CORRECTION OF DATA WHICH MAY HAVE BEEN ACCEPTABLE AS ORIGINALLY ENTERED BUT SUBSEQUENTLY DETERMINED TO REQUIRE RE-ENTRY DUE TO ALTERED INFORMATION ON THE SOURCE DOCUMENT MAY REQUIRE MULTIPLE CONSIDERATIONS TO ENSURE THE REVISION IS PROPERLY MADE.

CERTAIN TRANSACTIONS, ONCE ENTERED, CREATE RELATIONSHIPS WITH SUPPORTING RECORDS AND OTHER ENTRIES. A TRANSACTION CODE 15, FOR EXAMPLE, AFFECTS AN ACCOUNTS PAYABLE SUMMARY AND ACCOUNTS PAYABLE DETAIL, A PROJECT/DEPARTMENT/LINE SUMMARY, A PROJECT VOUCHER, A VOUCHER, AN OBLIGATION OR ENCUMBRANCE, AND AN ENCUMBRANCE/OBLIGATION/VOUCHER SUMMARY; ALL UNDER AN UMBRELLA OF A SPECIFIC MAJOR OBJECT LINE APPROPRIATION. NO PROCEDURES ARE PROVIDED TO CHANGE SUCH A COMPLEX TRANSACTION BY ALTERING SELECTED INFORMATION IN ONE OF THE RECORDS MENTIONED ABOVE. TO DO SO WOULD ENDANGER THE INTEGRITY OF ONE OR MORE OF THE RELATED RECORDS BECAUSE THE RELATIONSHIPS WOULD VARY FROM THE ORIGINAL ESTABLISHMENT OF EACH.

TO MAKE A CORRECTION IN SUCH A CASE AND TO AVOID OUT OF BALANCE CONDITIONS AND INFORMATION DISCREPANCIES, GAS II REQUIRES DELETION OF THE ENTRY USING ONLY THE TRANSACTION CODE WITH WHICH THE ENTRY WAS ORIGINALLY MADE. IF AN ATTEMPT TO DELETE A VOUCHER OR OTHER RECORD IS MADE WITH A TRANSACTION CODE AT VARIANCE WITH THE ORIGINAL ENTRY, IT IS REJECTED, RETURNING TO THE OPERATOR AN APPROPRIATE MESSAGE OF REASON. THIS GAS II CAN DO BECAUSE RELATIONSHIPS TO OTHER RECORDS ARE RETAINED IN EACH RECORD POSTED AT THE TIME OF ITS ENTRY, AND ALL DELETES CHECK FOR RELATIONSHIPS TO DETERMINE IF ALL WILL BE REVERSED BY THE TRANSACTION USED FOR THE DELETION REQUEST.

SOME RECORDS CANNOT BE DELETED AT ALL BUT INSTEAD MUST BE OFFSET. FOR EXAMPLE, AN OBLIGATION AMMENDMENT DETAIL, ONCE ENTERED CANNOT BE DELETED WITHOUT DELETING THE ENTIRE OBLIGATION, BUT MUST BE OFFSET USING AN OFFICIAL DOCUMENT FOR THE ADDITION, REDUCTION OR CANCELLATION ENTRY. IF VOUCHERS HAVE BEEN EXPENDED AGAINST THE OBLIGATION, IT CANNOT BE DELETED UNTIL ALL OF THE ASSOCIATED VOUCHERS HAVE BEEN DELETED. ONLY THEN CAN IT BE REMOVED FROM THE RECORDS AS IF IT NEVER EXISTED. USE OF AMMENDMENTS INSTEAD OF DELETIONS IN THIS CASE IS CONSISTENT WITH REQUIREMENTS IN ACCOUNTING AS PROVIDED BY CUSAS.

TRANSACTION EXAMPLE CONVENTIONS

IN THE FOLLOWING CHAPTERS
ILLUSTRATIVE SCREENS WILL BE USED TO SHOW THE MANY CONDITIONS OF USE SUCH AS:

- DISPLAY OF THE SCREENS FOR EACH GENERAL TRANSACTION GROUP WITHOUT ENTRY OF ANY DATA EXAMPLES, AFTER WHICH POSSIBLE COMBINATIONS OF ENTRIES FOR EACH FIELD DISPLAYED ARE LISTED IN BOXED TABULAR FORM.

  - SCREEN "GASALM00" IS DESCRIBED IN APPENDIX C

  - SCREEN "GASECM00" IS DESCRIBED IN APPENDIX D

  - OTHER SCREENS ARE DESCRIBED IN APPROPRIATELY HEADED CHAPTERS

- DISPLAY THE SCREENS NEEDED TO ACCESS RECORDS THROUGH THE SEVERAL INQUIRY TRANSACTIONS

- LIST IN BOXED TABULAR FORM EACH PROCESSING OPTION OF EACH TRANSACTION

  - ADD A RECORD

  - DELETE A RECORD

  - CHANGE CERTAIN INFORMATION ON A RECORD ALREADY POSTED

— DISPLAY A RECORD (MAKE INQUIRY) OF A RECORD ON FILE

FIELDS WHICH SHOULD NOT BE USED HAVE BEEN IDENTIFIED TO BE LEFT BLANK, OR WHERE THE ENTIRE SCREEN BELOW CERTAIN ENTRIES SHOULD BE LEFT BLANK, THE STATEMENT

-----(ALL FIELDS BELOW THIS LINE MUST BE BLANK)-----

WILL BE NOTED IN THE BOXED INSTRUCTIONS. IN A FEW CASES, PRESENCE OF DATA IN A FIELD MAKES NO DIFFERENCE IN THAT IT WILL NOT BE READ IN THE APPLICABLE TRANSACTION, AND AS SUCH WILL NOT BE RECORDED, NOR TESTED FOR VALIDITY. SUCH FIELDS WILL BE MENTIONED WITH THE COMMENT THAT SUCH FIELDS ARE BEST LEFT BLANK WHEN ENTERING ACTUAL INFORMATION TO BE POSTED TO THE SYSTEM.

CHAPTER 2

APPROPRIATION CONTROL PROCESSING

HOW TO ESTABLISH ACCOUNTING RECORDS FOR CONTROL OF FUNDS APPROPRIATED BY MAJOR OBJECT THROUGH THE LEGISLATIVE PROCESS

DESCRIPTION OF THE SCREEN TO BE USED FOR ENTRY

HOW TO BEGIN PROCESSING

ADDING, CHANGING OR DELETING AN APPROPRIATION ACCOUNT

CONTROL OF EXPENDITURE BY QUARTERLY ALLOTMENT

APPROPRIATION CONTROL ACCOUNT CREATION AND MAINTENANCE

GENERALIZED ACCOUNTING SYSTEM ACCOUNT/LINE MAINTENANCE

TASKS

CREATE-CHANGE-DELETE THE APPROPRIATION ACCOUNT AND THE MAJOR OBJECT LINES ENTERING APPROPRIATED DOLLARS AND ALLOTTED AMOUNTS INTO DESIGNATED QUARTERLY PERIODS.

"ROLL" PROCESSING ALLOTMENT PERIOD FORWARD OR BACKWARD BY AGENCY, OR ANY COMPONENT OF THE APPROPRIATION ACCOUNT IDENTIFYING A SPECIFIC ELEMENT OF THE APPROPRIATION SUCH AS ALL FUNDS OR A SPECIFIC FUND, ALL DIVISIONS WITHIN A FUND, OR A SINGLE DIVISION, ALL LINES WITHIN A DIVISION OR A SINGLE LINE.

NARRATIVE:

THE ACCOUNT/LINE MAINTENANCE SCREEN IS INTENDED TO BE USED FOR CREATING A RECORD WHICH REPRESENTS THE APPROPRIATION ACCOUNT PLUS THE VARIOUS LINE ITEMS (MAJOR OBJECTS) ASSOCIATED WITH THE APPROPRIATED

FUNDS. THESE ENTRIES, TOGETHER WITH THE QUARTERLY ALLOTMENT OF DOLLAR AMOUNTS AS APPROPRIATED, PROVIDE THE RECORDS INTO WHICH THE ACCOUNTING ENTRIES FOR ENCUMBRANCE, OBLIGATION AND VOUCHER EXPENDITURES MAY BE POSTED TO THE ON-LINE SYSTEM. INFORMATION FOR ENTRY IS FOUND IN THE APPROPRIATION BILL WHICH USUALLY IS TRANSCRIBED ONTO A FORM "F1".

THE SCREEN IS USED TO ADD ACCOUNTS AND LINES, MAKE SEVERAL TYPES OF ALLOTMENT OR APPROPRIATION CHANGES, AND CHANGE THE NAMES OF ACCOUNTS (OR BLANK OUT ACCOUNT NAMES WHEN NO LONGER NEEDED), AND TO MAKE ALLOTTED FUNDS AVAILABLE BY DESIRED QUARTER THROUGH THE "ROLL PROCESS". AT THE APPROPRIATION ACCOUNT LEVEL, THE SCREEN IS USED TO PERFORM SEVERAL DIFFERENT OPERATIONS:

* CREATE AN APPROPRIATION ACCOUNT CONSISTING OF FISCAL YEAR, FUND, AGENCY, DIVISION, SEQUENCE TYPE, AND SUBA (FUNCTIONAL SUBACCOUNT LEVEL)
* CHANGE AN APPROPRIATION ACCOUNT NAME
* BLANK OUT AN APPROPRIATION ACCOUNT NAME IF NO LONGER NEEDED
* DELETE AN APPROPRIATION ACCOUNT IF THERE ARE NO MAJOR OBJECT LINES PREVIOUSLY ENTERED THAT HAVE NOT BEEN DELETED

AT THE MAJOR OBJECT LINE LEVEL THE SCREEN IS USED TO:

* CREATE A MAJOR OBJECT WITH AN APPROPRIATION EQUAL EQUAL TO THE SUM OF A RESERVE PLUS THE QUARTERLY ALLOTMENTS ENTERED, AND TO CREATE A LINE TITLE.

* CHANGE A LINE TITLE.
* BLANK OUT A LINE TITLE IF NO LONGER NEEDED.
* DELETE A LINE RECORD IF NO ASSOCIATED VOUCHERS, OBLIGATIONS OR ENCUMBRANCES HAVE BEEN POSTED.
* CHANGE ALLOTMENTS OF MONIES FROM ONE QUARTER TO ANOTHER, FROM OR TO A RESERVE WITHIN THE SAME ACCOUNT/LINE STRUCTURE.
* TRANSFER MONIES BETWEEN ACCOUNTS FROM ONE APPROPRIATED ACCOUNT/LINE TO AN ALTERNATE ACCOUNT (IN ANY COMBINATION WITHIN A FISCAL YEAR INCLUDING THE SAME ACCOUNT, BUT NOT THE SAME LINE).
* ADVANCE OR "ROLL" QUARTERLY PROCESSING PERIOD MANAGEMENT INDICATOR FOR APPORTIONING PROPER FUNDS TO THE DESIRED QUARTER FOR EXPENDITURE. "ROLLBACKS" MAY BE ACCOMPLISHED IF FUNDS ARE AVAILABLE FROM A PREVIOUS PERIOD.

NOTE: THE MAJOR OBJECT LINE APPROPRIATION CHANGE TRANSACTION CAN BE USED IN A SPECIAL CASE WHERE THE LINE APPROPRIATION IS SET UP UNDER COMPETENT AUTHORITY BEFORE THE OFFICIAL "F1" FORM IS AVAILABLE FROM THE BUREAU OF THE BUDGET OR OTHER SOURCE. THE APPROPRIATION ENTERED MAY NOT BE THE EXACT AMOUNT LATER AUTHORIZED. WHEN THE CORRECT AMOUNT IS ASCERTAINED, AN INCREASE OR DECREASE TO THE EXISTING APPROPRIATION AMOUNT IS REQUIRED TO REFLECT THE LEGISLATED DOLLAR APPROPRIATION. THIS IS ACCOMPLISHED BY USING THE DATE OF JULY 1 OF THE CURRENT FISCAL YEAR AS THE DATE OF THE CHANGE ENTRY CORRECTING THE ORIGINAL POSTING

TO REFLECT THE UPDATED PUBLISHED APPROPRIATION. UPON ENCOUNTERING THE UNIQUE DATE, JULY 1 OF THE CURRENT FISCAL YEAR, ALL OFF-LINE OVERNIGHT BATCH PROGRAMS WILL CALCULATE THE APPROPRIATION AMOUNT AS THE SUM OF THE ORIGINAL APPROPRIATION ENTRY PLUS OR MINUS ANY APPROPRIATION INCREASES OR DECREASES DATED AS OF JULY 1ST TO BE THE REPORTED AMOUNT FOR THE APPROPRIATION. THIS WILL THEN MATCH THE DOLLARS OFFICIALLY PUBLISHED, REFLECTING THE ACTUAL APPROPRIATION BILL RECORDS.

SINCE THE MAJOR OBJECT LINE APPROPRIATION CHANGE TRANSACTION REQUIRES A "FROM" LINE FROM WHICH TO TRANSFER MONIES, A DUMMY ACCOUNT AND LINE MUST BE SET UP WITH SUFFICIENT TOTAL DOLLARS TO TRANSFER APPROPRIATE AMOUNTS TO INCREASE OR DECREASE THE ACTUAL ACCOUNT LINE RECORD WITH ITS VALID AMOUNT. ONCE THE TRANSFER IS MADE, THE DUMMY ACCOUNT AND LINE MAY BE DELETED SO AS NOT APPEAR ON SUBSEQUENT REPORTS.

A DUMMY ACCOUNT/LINE RECORD IS ONE WITH THE FISCAL YEAR/FUND/AGENCY-DIVISION/SEQUENCE TYPE/LINE/SUBA IDENTIFICATION NUMBER OF THE APPROPRIATION ACCOUNT WHICH IS NOT IN CURRENT USE FOR POSTING VALID ENTRIES IN REGULAR POSTING PROCEDURES. A DUMMY MAY HAVE ANY IDENTIFICATION NUMBER WHICH WILL NOT BE USED FOR PRODUCTION PROCESSING. THEREFORE, AFTER IT IS USED TO PROVIDE A SOURCE FOR MONIES TO BE TRANSFERED TO A VALID APPROPRIATION ACCOUNT AS DESCRIBED ABOVE, IT MAY PROPERLY BE DELETED SINCE ITS USEFULNESS IS COMPLETED.

ALLOCATION OF APPROPRIATED MONIES TO SPECIFIC QUARTERLY ALLOTTED AMOUNTS IS NOT REQUIRED BY ANY PARTICULAR FISCAL AUTHORITY UNDER CURRENT RULES. HOWEVER A FISCAL OFFICER MAY SPECIFY QUARTERLY ALLOTMENTS OF ANY APPROPRIATED LINE ITEMS IF HE REQUIRES SUCH. IN SUCH A CASE

WHEN A NEW APPROPRIATION IS ESTABLISHED, WHEN THE FIRST MAJOR OBJECT LINE ITEM IS ENTERED WITH ITS ALLOTMENTS, THE EARLIEST QUARTER TO WHICH DOLLARS ARE ENTERED DETERMINES THE QUARTER WHICH CONTROL PROCESSING OF ALLOTTED MONIES. UNTIL EACH LINE RECORD IS CHANGED TO REFLECT THE AVAILABILITY OF FUNDS FOR ENSUING QUARTERS GAS II REJECTS EXPENDITURES OR OBLIGATIONS IN EXCESS OF MONIES ALLOTTED IN THE RECORD INDICATED QUARTER.

TO UPDATE ALLOTMENT AVAILABILITY BY QUARTER A "ROLL" TRANSACTION IS USED TO MAKE FUNDS AVAILABLE ON A TIMELY BASIS AS PER WHATEVER RULES ARE IN FORCE BY THE AGENCY USER UNDER HIS DIRECTION. THERE IS A SPECIAL TRANSACTION AVAILABLE TO PROVIDE THIS "ROLL" CAPABILITY.

CERTAIN CHANGES ARE NOT PROVIDED BY THE SYSTEM. ORDINARY DATA ENTRY ERRORS OTHER THAN THOSE DEFINED FOR CHANGE MUST BE CORRECTED BY DELETING INCORRECT ENTRIES AND ENTIRELY RE-ENTERING THE PROPER INFORMATION. DELETIONS REVERSE ADDITIONS OR SUBTRACTIONS ORIGINALLY POSTED TO SUMMARY RECORDS AND THE RE-ENTRY SIMILARLY RE-ADDS THE PROPER DATA. USAGE OF CERTAIN RECORDS THAT HAS CREATED OTHER RECORDS (SUCH AS SUMMARIES) SETS UP THE CONDITION THAT THESE CONTROLLING RECORDS MAY NOT BE DELETED. TO DO SO WOULD DEPRIVE THE CREATED RECORDS OF THE RELATIONSHIP THAT EXISTS AS A RESULT OF THEIR HAVING BEEN CREATED; I.E. SUMMARIES WOULD EXIST THAT SUMMARIZED INFORMATION FOR RECORDS THAT NO LONGER WERE PRESENT.

THE OPERATION OF THE SYSTEM IS IN KEEPING WITH THE ACCEPTED PRINCIPLES OF ACCOUNTING WHICH DO NOT PERMIT CHANGE OR DELETION OF ANY RECORDS WITHOUT PROPER AUDIT TRAIL, AND DO NOT PERMIT DELETION OF ANY

RECORDS WHICH IN THE COURSE OF PROCESSING HAVE CREATED OTHER RECORDS WHOSE TOTALS ARE REFLECTED IN THE CREATING RECORD UNLESS THOSE CREATED RECORDS ARE PROPERLY DELETED FIRST. OTHER RECORDS,ONCE CREATED AND PROCESSED MAY NOT BE DELETED AT ALL, BUT MAY BE ZEROED AND NOT THEREAFTER ROUTINELY REPORTED. THIS IS CONSISTENT WITH THE CUSTOM OF RETAINING WORKING LEDGER RECORDS EVEN THOUGH REVERSED AND ZEROED FOR FUTURE AUDITABILITY, AND IN ACCORDANCE WITH SOUND ACCOUNTING PRACTICES.

STARTING PROCEDURE:

SINCE THE POWER IS USUALLY ON AT ALL TIMES, TO BEGIN OPERATION, TURN THE BRIGHTNESS KNOB CLOCKWISE UNTIL PRINTING CAN BE SEEN ON THE SCREEN. NORMALLY, THE MESSAGE DISPLAYED IS:

TERMINAL (-NUMBER-) ACTIVE-WAITING FOR LOGON

USING THE ALPHABETIC KEYS ON THE CONSOLE WHICH ARE ARRANGED IN A MANNER SIMILAR TO A TYPEWRITER, THE GAS II OPERATOR SHOULD ENTER:

IMSH

THE TERMINAL WILL THEN RESPOND:

LOGON COMMAND ACCEPTED-WAIT

IN A SHORT PERIOD THE TERMINAL WILL DISPLAY:

DFS2002 (-TIME-) TERMINAL CONNECTED

THE TERMINAL IS NOW READY FOR CALLING A GAS II ENTRY SCREEN.

ESTABLISH APPROPRIATION ACCOUNT RECORDS

THE FIRST STEP IN CREATING RECORDS FOR APPROPRIATION ACCOUNTING IS TO ESTABLISH THE BASIC ACCOUNT. THE SOURCE OF THE APPROPRIATION INFORMATION IS THE FUNDS APPROPRIATION BILL FOR THE AGENCY, MOST FREQUENTLY RECORDED FOR USE BY THE ACCOUNTING DEPARTMENT ON FORM "F1".

THE GAS II ACCOUNTANT SHOULD ENTER THE CALL

"/FOR GASALM"

THE SCREEN ON THE FOLLOWING PAGE WILL APPEAR.

SCREEN "GASALM00"

```
GASALM00              ACCOUNT/LINE MAINTENANCE
ERROR CODE:
   TRANS REQUEST CODE:     MODE:
     TASK:    FY:     PSWD:          OPERID:      AGCY-CD:
     FUND:     AGCY:      DIV:    SQ/TP:       SUBA:
             ACCOUNT NAME:
 LINE:       APPROPRIATION:              RESERVE:
    QTR1:                  QTR2:                    QTR3:
    QTR4:                  LINE TITLE:
    RE-APPROPRIATED ACCOUNT:
ALTERNATE FUND:       AGCY:     DIV:     SQ/TP:      SUBA:
LINE:            APPROP CHANGE:              RESERVE:
    QTR1:                  QTR2:                    QTR3:
    QTR4:
LINE INC/DEC TRANS DATE:
```

EXPLANATIONS AND COMMENTS REGARDING USAGE OF THIS SCREEN FOLLOW.

ENTERING APPROPRIATIONS

FOR PROCESSING AN APPROPRIATION ACCOUNT, USE "TRAN CODE 00" (ADD APPROPRIATION ACCOUNT), WHICH FIELDS ARE DESCRIBED ON THE FOLLOWING PAGES. THEN ENTER EACH MAJOR OBJECT APPROPRIATION USING "TRAN CODE 01" WHICH CAN BE FOUND A FEW PAGES AFTER THE INSTRUCTIONS RELATING TO THE VARIOUS OPTIONS OF THE APPROPRIATION ACCOUNT TRANSACTION CODE "00".

ACTIVE APPROPRIATIONS - CANNOT BE DELETED

APPROPRIATION ACCOUNTS TO WHICH SUMMARY RECORDS HAVE BEEN CREATED WHERE ACCOUNTING ACTIVITY HAS OCCURED CANNOT BE DELETED. THIS IS IN ACCORDANCE WITH GOOD ACCOUNTING PRACTICE WHICH DOES NOT ENCOURAGE DESTROYING RECORDS ONCE POSTING HAS COMMENCED. HOWEVER, IN CASES WHERE THE RECORDS ARE NO LONGER NEEDED DURING THE CURRENT FISCAL YEAR, AND THE RECORDS ARE IN FACT UNDESIRABLE FOR REPORTING PURPOSES, THE ZEROING OF APPROPRIATION AMOUNTS AND BLANKING OUT THE NAME TITLE EFFECTIVELY ELIMINATES THE ROUTINE REPORTING OF SUCH RECORDS WHEN SUCH IS NOT NEEDED. THESE RECORDS ARE AVAILABLE FOR EXAMINATION IN STANDARD INQUIRY MODE FOR AUDIT PURPOSES.

ALLOTMENTS PLUS RESERVE MUST EQUAL THE LINE APPROPRIATION

QUARTERLY ALLOTMENTS AND THE RESERVE MUST SUM TO THE AMOUNT OF THE APPROPRIATION, BUT ANY ONE, TWO OR THREE QUARTERS AND/OR THE RESERVE MAY BE UNALLOTTED, IF DESIRED. HOWEVER A MAJOR OBJECT LINE ACCOUNT MAY BE ADDED WHICH CONTAINS NO APPROPRIATION, RESERVE OR ALLOTMENT. THIS WILL FACILITATE THE POSTING OF OBLIGATIONS WHICH MUST BE RECORDED WITH THE COMPTROLLER WHEN CONTRACTS ARE EXECUTED PRIOR TO A FISCAL YEAR'S BEGINNING AT WHICH TIME NO APPROPRIATION MAY BE AVAILABLE. THE SYSTEM WILL ALLOW SUCH OBLIGATIONS TO BE ENTERED, BUT WILL NOT ALLOW EXPENDITURES TO BE PROCESSED AGAINST A LINE WITHOUT AN APPROPRIATION. ONCE AN APPROPRIATION IS ENTERED TO SUCH A LINE, FURTHER PROCESSING MUST FOLLOW ALL THE RULES OF OBLIGATION AND EXPENDITURE CONTROL.

APPROPRIATION TRANSFERS

TO TRANSFER AN APPROPRIATION AMOUNT FROM ONE ACCOUNT TO ANOTHER, THE APPROPRIATION AMOUNT AND APPLICABLE ALLOTMENTS OR RESERVED FUNDS MUST BE ENTERED ONTO THE SCREEN. THE AMOUNT TO BE TRANSFERRED MUST BE EQUAL TO THE SUM OF THE ALLOTMENTS PLUS ANY RESERVE SHOWN ON THE SCREEN. A SIMILIAR FORMULA APPLIES TO BOTH THE "FROM" ACCOUNT AND THE "TO" ACCOUNT. THE ALLOTMENTS MAY BE FROM ANY QUARTER TO ANY QUARTER OR RESERVES, RESTRICTED BY THE AVAILABILITY OF MONIES AVAILABLE FOR

TRANSFER LESS ANY FUNDS WHICH MAY HAVE BEEN EXPENDED PRIOR TO THE TRANSFER.

SPECIAL APPROPRIATION TRANSFERS

A SPECIAL CASE EXISTS WHERE THE "LINE INC/DEC TRANS DATE" IS USED TO PROVIDE FOR SPECIAL HANDLING OF TRANSFERS. WHEN THE DATE 0701"YY" (CURRENT FISCAL YEAR) HAS BEEN USED AS A DATE OF TRANSFER OF AN APPROPRIATION AMOUNT, CERTAIN BATCH PROGRAMS HAVE BEEN DESIGNED TO TREAT ANY INCREASES OR DECREASES TO THE APPROPRIATION ACCOUNT AS ADDING TO OR SUBTRACTING FROM THE ORIGINAL APPROPRIATION ENTRY. THIS ALLOWS APPROPRIATIONS TO BE ENTERED TO THE SYSTEM BEFORE THE OFFICIAL F1 FORMS ARE READY SO THAT PROCESSING MAY PROCEED EVEN THOUGH THE PRECISE AMOUNT OF THE ACTUAL APPROPRIATION IS NOT KNOWN, YET SUBSEQUENT APPROPRIATION AMOUNT REPORTING WILL REFLECT THE TRUE AMOUNT AS FINALLY PASSED IN THE APPROPRIATION BILL.

USE OF "DUMMY" APPROPRIATION RECORDS

TO RECORD AMOUNTS IN LINES WHICH HAVE BEEN SET UP WITH NO APPROPRIATION A "DUMMY" LINE RECORD IS CREATED WITH THE PROPER APPROPRI-

ATION AMOUNT REQUIRED AND TRANSFERRED INTO THE LINE OR LINES FOR WHICH DESIRED AMOUNTS ARE NOW KNOWN. ONCE THE AMOUNTS HAVE BEEN TRANSFERRED INTO THE RECEIVING LINE WITH AN "01" CHANGE TRANSACTION, THE DUMMY MAY BE DELETED.

WHEN CURRENT DATE IS USED IN THE "LINE INC/DEC TRANS DATE' FIELD THE INCREASE OR DECREASE IS REPORTED AS SEPARATE ACCOUNTING INFORMATION ON CERTAIN APPROPRIATION REPORTS.

CHANGING ALLOTMENTS WITHIN A LINE APPROPRIATION

ON AN ALLOTMENT CHANGE, ONLY THE LINE NUMBER IS REFERENCED IN THE ALTERNATE FIELDS. ALLOTMENTS MAY BE CHANGED ONLY WITHIN THE SAME APPROPRIATION ACCOUNT MAJOR OBJECT LINE RECORD FROM ONE QUARTER OR RESERVE TO ANOTHER.

IDENTIFYING THE CURRENT QUARTERLY ALLOTMENT

BY ENTERING THE PROPER QUARTER NUMBER IN THE FIELD "TASK", ONE QUARTER AT A TIME MAY BE "ROLLED". TO CHANGE QUARTERLY ALLOTMENT CONTROL, "TRAN CODE 23" IS USED TO SPECIFY A CURRENT QUARTER. QUARTERS MAY BE SET FORWARD OR BACKWARD, ONE AT A TIME, BUT ONCE ROLLED FORWARD

CANNOT BE ROLLED BACKWARD IF OBLIGATIONS OR EXPENDITURES HAVE BEEN ENTERED IN THE NEW CURRENT QUARTER CAUSING TOTAL OBLIGATIONS AND EXPENDITURES TO EXCEED THE ALLOTMENT OF THE PRECEDING QUARTER.

THE ONLY REQUIRED ENTRY FOR TRANSACTION 23 IS THE "SECURITY LINE" WHICH INCLUDES THE FISCAL YEAR. ENTRIES BEGINNING WITH "FUND" THROUGH "SUBA" LIMIT IN DESCENDING ORDER THE APPROPRIATION ACCOUNTS TO BE ROLLED. IT SHOULD BE NOTED THAT INDIVIDUAL MAJOR OBJECT LINES ARE ROLLED ALL TOGETHER WITHIN A SPECIFIC APPROPRIATION AS MAY BE LIMITED BY THE USE OF SUB ACCOUNTS (SUBA).

TRAN CODE 00

ENTER APPROPRIATION ACCOUNT RECORD

BY ENTRY THROUGH SCREEN "GASALM00", TRAN CODE 00 IS USED TO

- CREATE AN APPROPRIATION ACCOUNT RECORD
- DELETE AN APPROPRIATION ACCOUNT RECORD
- CHANGE AN APPROPRIATION ACCOUNT RECORD NAME
- MAKE INQUIRY AS TO INFORMATION IN AN EXISTING ACCOUNT RECORD

INFORMATION TO BE KEYED IS DESCRIBED AS FOLLOWS.

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
C - CHANGE RECORD
D - DELETE RECORD
I - INQUIRY

R - REQUIRED
B - MUST BE BLANK
O - ENTRY IN NAMED FIELD OPTIONAL OR NOT TESTED

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
R	R	R	R	TRANS REQUEST CODE:	2	"00"
R	R	R	R	MODE:	1	"T" - AUTOMATIC DEFAULT FOR ADD, CHANGE OR DELETE TRANSACTIONS "I" - CHANGED TO "I" FOR INQUIRY
R	R	R	O	TASK:	1	"A" - ADD APPROPRIATION ACCOUNT RECORD. NOTE 1. "C" - CHANGE AN APPROPRIATION ACCOUNT RECORD NAME (NO OTHER CHANGES ARE PROVIDED FOR THIS TYPE RECORD) "D" - DELETE AN APPROPRIATION ACCOUNT RECORD NOT TESTED ON INQUIRY OF AN APPROPRIATION ACCOUNT RECORD

NOTE 1
ONCE THE INITIAL APPROPRIATION ACCOUNT HAS BEEN CREATED, THE VARIOUS MAJOR OBJECT LINES, AMOUNTS, AND THEIR RESPECTIVE ALLOTMENTS LISTED ON THE APPROPRIATION DOCUMENT FORM "F1" SHOULD BE ENTERED. TO DO THIS, USE TRANSACTION CODE "01", THE FIELD DESCRIPTIONS OF WHICH MAY BE FOUND A FEW PAGES FORWARD.

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
R	R	R	R	FY:	2	CURRENT FISCAL YEAR
R	R	R	R	PSWD:	8	AGENCY ASSIGNED SECURITY NAME
R	R	R	R	OPERID:	3	OPERATOR'S IDENTIFICATION ASSIGNED BY AGENCY
R	R	R	R	AGCY-CD:	2	AGENCY ASSIGNED ALPHA IDENTIFICATION
R	R	R	R	FUND:	3	DESIGNATED ON FORM F1
R	R	R	R	AGCY:	3	NORMALLY USER AGENCY NUMBER. EXCEPTIONS MIGHT BE FUND 647 MAJOR OBJECT 4400 OR SIMILAR INSTANCES FOR SPECIAL CASES
R	R	R	R	DIV:	3	DESIGNATED ON FORM F1
R	R	R	R	SQ/TP:	4	SEQUENCE/TYPE NUMBER AS ASSIGNED "NN-NN" ON COMPTROLLER REQUIRED DOCUMENTS
R	R	R	R	SUBA:	4	AN AGENCY DETERMINED NUMBER DESIGNATING FUNCTIONAL PROCESSING FOR APPROPRIATION CONTROL. FOR AGENCIES NOT USING THE SUB-ACCOUNT CONCEPTS, "0000" IS THE PROPER ENTRY FOR THIS FIELD.

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
R				ACCOUNT NAME:	30	ALPHA DESCRIPTION OF THE APPROPRIATION ACCOUNT ENTERED WHEN ADDING A RECORD.
	R					THE APPROPRIATION ACCOUNT NAME TO WHICH THE ACCOUNT RECORD IS TO BE CHANGED
						IF IT IS DESIRED TO BLANK OUT THE NAME, ENTER FIVE ASTERISKS (*****) IN THE FIRST FIVE POSITIONS OF THE SCREEN FIELD. NOTE 2.
		O				NOT TESTED WITHIN A DELETE TRANSACTION
			O			ON AN INQUIRY TRANSACTION THE NAME IN THE ACCOUNT RECORD ON FILE WILL BE DISPLAYED
ALL OTHER FIELDS BELOW ACCOUNT NAME MUST BE BLANK						

NOTE 2.
THE FIVE ASTERISKS "*****" UNDER THE ACCOUNT NAME ABOVE CAUSES ANY EXISTING NAME IN THE APPROPRIATION ACCOUNT TO BE BLANKED OUT. PRINTED REPORT PROGRAMS ARE DESIGNED TO IGNORE ANY APPROPRIATION ACCOUNT RECORDS WITH ZERO BALANCES IN THE APPROPRIATION AMOUNT FIELDS AND SPACES IN THE NAME FIELD.

TRAN CODE 01

ENTER APPROPRIATED MAJOR OBJECT RECORD

BY ENTRY ON SCREEN "GASALM00", TRAN CODE 01 IS USED TO ESTABLISH AN APPROPRIATED LINE (MAJOR OBJECT) RECORD.

THE TRANSACTION PROVIDES FOR:

- CREATING A MAJOR OBJECT LINE
  - WITH OR WITHOUT AN APPROPRIATION
- CHANGING A LINE TITLE,
- CHANGING A MAJOR OBJECT LINE ALLOTMENT
  - TRANSFERRING AN AMOUNT FROM THE RESERVE TO ONE OF THE QUARTERLY ALLOTMENTS OR TRANSFERRING AN AMOUNT FROM ONE QUARTER TO ANOTHER
- CHANGING A MAJOR OBJECT LINE APPROPRIATION
  - TRANSFERRING PART OR ALL OF ONE LINE APPROPRIATION AND ONE OR MORE OF THE MONTHLY ALLOTMENTS OR THE RESERVE TO ANOTHER LINE APPROPRIATION AND ITS COMPONENT FIELDS AS REQUIRED
- DELETE A MAJOR OBJECT LINE RECORD
- MAKE INQUIRY AS TO INFORMATION IN AN EXISTING MAJOR OBJECT LINE RECORD

THE LEGEND FOR THE ABREVIATIONS IN THE FOLLOWING BOXES ARE

A - ADD RECORD

C - CHANGE RECORD

D - DELETE RECORD

I - INQUIRY

R - REQUIRED

B - MUST BE BLANK

O - ENTRY IN NAMED FIELD OPTIONAL OR NOT TESTED

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
R	R	R	R	TRANS REQUEST CODE:	2	"01"
R	R	R	R	MODE:	1	"T" - AUTOMATIC DEFAULT FOR ADD, CHANGE OR DELETE TRANSACTIONS "I" - CHANGED TO "I" FOR INQUIRY
R	R	R	O	TASK:	1	"A" - ADD APPROPRIATION MAJOR OBJECT ACCOUNT LINE RECORD. NOTE 3 "C" - CHANGE AN APPROPRIATION ACCOUNT MAJOR OBJECT LINE NAME "C" - CHANGE AN APPROPRIATION ACCOUNT MAJOR OBJECT LINE ALLOTMENT TO A DIFFERENT LINE APPROPRIATION AND ALLOTMENT "C" - CHANGE A MAJOR OBJECT ACCOUNT LINE ALLOTMENT FROM ONE QUARTER TO ANOTHER OR TO THE RESERVE "D" - DELETE AN APPROPRIATION ACCOUNT MAJOR OBJECT LINE RECORD NOT TESTED ON INQUIRY OF AN APPROPRIATION ACCOUNT MAJOR OBJECT LINE RECORD

NOTE 3.

WHEN ADDING A MAJOR OBJECT APPROPRIATED LINE RECORD, IT IS NOT NECESSARY TO INCLUDE AN ACTUAL APPROPRIATION AMOUNT. SINCE CUSAS REQUIRES THE RECORDING OF OBLIGATIONS FOR AN UPCOMING FISCAL YEAR AS SOON AS CONTRACTS ARE APPROVED, AND APPROPRIATIONS MAY VERY WELL NOT HAVE BEEN APPROVED BY THE LEGISLATURE AT THE TIME OF CONTRACTUAL ACTIVITY, GAS II WILL ALLOW ENTRY OF SUCH OBLIGATIONS WHERE NO APPROPRIATION HAS BEEN RECORDED. BALANCES ON APPROPRIATE REPORTS WILL SHOW AS NEGATIVE AND AS SUCH PROHIBIT ANY EXPENDITURE ENTRIES FROM BEING PROCESSED. WHEN THE APPROPRIATION IS APPROVED AND ENTERED, OR WHEN A BUDGET ESTIMATE IS ENTERED, NORMAL EXPENDITURE CONTROL IS EXERCISED; I.E., ENTRY OF VALID OBLIGATIONS AND EXPENDITURES, BUT ONLY TO THE EXTENT FUNDS ARE AVAILABLE FOR USE.

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
R	R	R	R	FY:	2	CURRENT FISCAL YEAR
R	R	R	R	PSWD:	8	AGENCY ASSIGNED SECURITY NAME
R	R	R	R	OPERID:	3	OPERATOR'S IDENTIFICATION ASSIGNED BY AGENCY
R	R	R	R	AGCY-CD:	2	AGENCY ASSIGNED ALPHA IDENTIFICATION
R	R	R	R	FUND:	3	DESIGNATED ON FORM F1
R	R	R	R	AGCY:	3	USER AGENCY NUMBER. AS DEFINED ON FORM F1
R	R	R	R	DIV:	3	DESIGNATED ON FORM F1
R	R	R	R	SQ/TP:	4	SEQUENCE/TYPE NUMBER ASSIGNED "NN-NN" ON COMPTROLLER REQUIRED DOCUMENTS
R	R	R	R	SUBA:	4	AN AGENCY DETERMINED NUMBER DESIGNATING FUNCTIONAL PROCESSING FOR APPROPRIATION CONTROL. FOR AGENCIES NOT USING THE SUB-ACCOUNT CONCEPTS, "0000" IS THE PROPER ENTRY FOR THIS FIELD.
B	B	B	O	ACCOUNT NAME:	30	MUST BE BLANK FOR ADDING, CHANGING OR DELETING AN APPROPRIATION ACCOUNT MAJOR OBJECT LINE RECORD. THE ACCOUNT NAME WILL BE DISPLAYED ON AN "01" INQUIRY ALONG WITH OTHER DATA AS ELSEWHERE INDICATED
R	R	R	R	LINE:	4	APPROPRIATION ACCOUNT MAJOR OBJECT LINE NUMBER

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
R				APPROPRIATION:	11	ADD MAJOR OBJECT LINE NUMBER AMOUNT FROM FORM F1 OR BUDGET WHERE PROPER. MAY BE LEFT BLANK IF OBLIGATIONS ONLY ARE TO BE RECORDED.
	R					CHANGE APPROPRIATED MAJOR OBJECT LINE AMOUNT BY TRANSFER FROM ONE APPROPRIATION ACCOUNT TO ANOTHER RESTRICTED TO AMOUNT AVAILABLE FOR OBLIGATION AND EXPENDITURE
	B					CHANGE LINE ALLOTMENT WITHIN ONE APPROPRIATION ACCOUNT FROM ONE QUARTER TO ANOTHER OR TO OR FROM THE RESERVE - LEAVE AMOUNT FIELD BLANK
	B					CHANGE LINE TITLE - APPROPRIATION AMOUNT MUST BE BLANK
	B					CHANGE RE-APPROPRIATED ACCOUNT - APPROPRIATION AMOUNT MUST BE BLANK
		B				ON DELETE, APPROPRIATION AMOUNT MUST BE BLANK
			O			ON INQUIRY, NOT TESTED. ANY INFORMATION IN THE RECORD WILL BE DISPLAYED.

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
R				RESERVE:	11	ADD RESERVE AMOUNT FOR MAJOR OBJECT LINE NUMBER FROM FORM F1 OR PROPER BUDGETED AMOUNT; UNUSED IF NOT REQUIRED
	R					AMOUNT OF RESERVE TO BE TRANSFERRED TO A QUARTERLY ALLOTMENT ON CHANGE ALLOTMENT TRANSACTION. NOTE 4
	R					AMOUNT OF RESERVE TO BE TRANSFERRED TO A QUARTERLY ALLOTMENT ON CHANGE APPROPRIATION TRANSACTION
	B					CHANGE LINE TITLE - MAJOR OBJECT RESERVE MUST BE BLANK
	B					CHANGE RE-APPROPRIATED ACCOUNT - MAJOR OBJECT RESERVE MUST BE BLANK
		B				ON DELETE, MAJOR OBJECT RESERVE MUST BE BLANK
			O			NOT TESTED ON INQUIRY, BUT INFORMATION PRESENT IN RECORD WILL BE DISPLAYED

NOTE 4
WHEN MAKING TRANSFERS OF AMOUNTS FROM ONE APPROPRIATION TO ANOTHER, OR WHEN TRANSFERRING ALLOTMENTS FROM ONE QUARTER TO ANOTHER OR TO THE RESERVE, THE SUM OF THE TRANSFERRED ALLOTMENTS PLUS THE RESERVE MUST EQUAL THE "FROM" APPROPRIATION TOTAL. THE AMOUNT OF THE "TO" APPROPRIATION MUST ALSO EQUAL THE SUM OF ITS ALLOTMENTS AND RESERVE AND MUST EQUAL THE APPROPRIATION OF THE "FROM" RECORD.

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
R				QTR1..QTR4:	11	ADD MAJOR OBJECT LINE ALLOTMENT AMOUNTS FOR THE DESIRED QUARTERS FROM FORM F1 OR PROPER BUDGET. THE SUM OF THE QUARTERLY ALLOTMENTS PLUS THE RESERVE MUST EQUAL THE LINE APPROPRIATION, BUT ONLY ONE OF THE ALLOTMENTS OR THE RESERVE IS REQUIRED. IF FUNDS ARE NOT RESERVED OR DISTRIBUTED QUARTERLY, ENTRY SHOULD BE TO THE FIRST QUARTER
	R					QUARTERLY AMOUNT TO BE TRANSFERRED TO ANOTHER QUARTER OR TO THE RESERVE IN A CHANGE ALLOTMENT TRANSACTION
	R					QUARTERLY AMOUNT TO BE TRANSFERRED TO ANY QUARTER OR RESERVE OF ANOTHER APPROPRIATION ACCOUNT MAJOR OBJECT LINE IN A CHANGE APPROPRIATION TRANSACTION
	B					ON CHANGE LINE TITLE TRANSACTION, QUARTERLY AMOUNTS MUST BE BLANK
	B					CHANGE RE-APPROPRIATED ACCOUNT - QUARTERLY AMOUNTS MUST BE BLANK
		B				ON DELETE, MAJOR OBJECT QUARTERLY AMOUNTS MUST BE BLANK
			O			NOT TESTED ON INQUIRY, BUT INFORMATION PRESENT IN RECORD WILL BE DISPLAYED

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
R				LINE TITLE:	30	ALPHA DESCRIPTION OF THE APPROPRIATED MAJOR OBJECT LINE ACCOUNT ENTERED WHEN ADDING A RECORD. IF THE LINE IS DEFINED IN CUSAS, THE LINE TITLE MAY BE LEFT BLANK AND IT WILL BE FILLED WITH A VALID FUND NAME. CAUTION: WHATEVER INFORMATION IS IN A LINE TITLE FIELD WILL BE USED ON THE FOLLOWING TRANSACTION UNLESS CHANGED OR ERASED FOR THE NEXT LINE TO BE ESTABLISHED.
	R					NAME TO WHICH MAJOR OBJECT LINE TITLE SHOULD BE CHANGED IF IT IS DESIRED TO BLANK OUT THE NAME, ENTER FIVE ASTERISKS (*****) IN THE FIRST FIVE POSITIONS OF THE SCREEN NAME FIELD.
	B					FOR ANY OTHER CHANGES, LINE TITLE MUST BE BLANK
		B				LINE TITLE MUST BE BLANK ON DELETE
			O			ON AN INQUIRY TRANSACTION THE NAME IN THE ACCOUNT RECORD ON FILE WILL BE DIS-PLAYED

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
R				RE-APPROPRIATED ACCOUNT:	1	"Y" OR "N" INDICATING INDICATING THAT MONIES FROM A PREVIOUS FISCAL YEAR HAVE BEEN "ROLLED OVER" TO THE CURRENT FISCAL YEAR. IN SUCH A CASE THE SQ/TP FIELD MUST BE GREATER THAN ZERO IF THE ENTRY IS "Y"
	B	B				MUST NOT BE PRESENT ON A CHANGE OR DELETE TRANS-ACTION
			O			NOT CHECKED ON INQUIRY TRANSACTION, BUT WILL RETURN CONTENTS OF RECORD INQUIRED.
FOR ADD TRANSACTIONS, ALL FIELDS BELOW "REAPPROPRIATED ACCOUNT" MUST BE BLANK						

THE FOLLOWING FIELDS ON SCREEN "GASALM00" ARE USED FOR TRAN CODE 01, CHANGE APPROPRIATIONS OR ALLOTMENT TRANSACTIONS. THEY ARE USED TO IDENTIFY THE APPROPRIATIONS RECORD TO WHICH AMOUNTS ARE TO BE TRANSFERRED. THE "FROM" RECORD IS THE ENTIRE SCREEN ABOVE THE ALTERNATE APPROPRIATIONS FIELDS IN THE LOWER PART OF THE SCREEN. THE "TO" RECORD IS IDENTIFIED IN THE ALTERNATE INFORMATION.

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
B	R			ALTERNATE FUND: AGCY: DIV: SQ/TP: SUBA:	3	MUST BE BLANK FOR ADD TRANSACTION FOR APPROPRIATION CHANGE TRANSACTION ONLY, ALTERNATE FUND, AGENCY, DIVISION, SEQUENCE TYPE AND SUBA IS THE ACCOUNT INTO WHICH APPROPRIATIONS AND ALLOTMENTS ARE TO TRANSFERRED WITH THE FUND AGENCY, DIVISION, SEQUENCE TYPE, SUBA AND LINE NUMBER ABOVE THE ALTERNATE FUND INFORMATION BEING THE "FROM" ACCOUNT
	B					ON A CHANGE OF ALLOTMENT WITHIN A SINGLE APPROPRIATED LINE THE DESIGNATED NAMED FIELDS MUST BE BLANK
		B				MUST BE BLANK ON DELETE TRANSACTION
			O			NOT USED ON INQUIRY TRANSACTION
B	R			LINE:	4	MUST BE BLANK FOR ADD TRANSACTION THE "TO" MAJOR OBJECT LINE ACCOUNT NUMBER FOR APPROPRIATION CHANGE OR ALLOTMENT WITHIN A MAJOR OBJECT
		B				MUST BE BLANK ON DELETE
			O			UNUSED FOR INQUIRY

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
B				APPROPRIATION CHANGE	11	MUST BE BLANK ON ADD
	R					AMOUNT OF APPROPRIATION TO BE TRANSFERRED TO THE ALTERNATE APPROPRIATION
	B					MUST BE BLANK ON ALLOTMENT CHANGE WITHIN A SINGLE MAJOR OBJECT
		B				MUST BE BLANK ON DELETE TRANSACTION
			O			NOT TESTED ON INQUIRY
B		B		RESERVE: QTR1...QTR4:	11	MUST BE BLANK ON ADD AND DELETE TRANSACTION TRANSACTION
	R					SAME DATA AS REFERRED TO IN FIELD NAMES DESCRIBED ABOVE. ONE OR MORE OF THE FIELDS NAMED MUST CONTAIN AN AMOUNT EQUAL TO THE SUM OF AMOUNTS IN THE "FROM" ALLOTMENTS
			O			NOT TESTED ON INQUIRY
B		B		LINE INC/DEC TRANS DATE:	6	MUST BE BLANK ON ADD OR DELETE TRANSACTION
	R					DATE OF INCREASE OR DECREASE TO THE APPROPRIATION; FORMAT MM/DD/YY. NOTE 5.
			O			NOT TESTED ON INQUIRY

NOTE 5.
IF THE INCREASE DECREASE TRANSACTION DATE IS "07 01 YY" (CURRENT CALENDAR YEAR), APPROPRIATION TRANSFERS IN AND OUT OF A GIVEN MAJOR OBJECT LINE WILL BE ADDED OR SUBTRACTED TO THE ORIGINAL APPROPRIATION AMOUNT IN BATCH REPORTS. ANY OTHER DATES WILL RESULT IN AMOUNTS REPORTED AS TRANSFERS.

TRAN CODE 23

MAKE AVAILABLE CURRENT QUARTERLY ALLOTMENT FUNDS

BY ENTRY THROUGH SCREEN "GASALM00" TRAN CODE 23 IS USED TO

- SET QUARTERLY ALLOTMENT INDICATOR TO ALLOW EXPENDITURE OF FUNDS FROM THE PROPER QUARTER

  - ONLY ONE QUARTER AT A TIME MAY BE ROLLED FORWARD OR BACKWARD

  - ONCE A QUARTER'S FUNDS HAVE BEEN MADE AVAILABLE FOR EXPENDITURE ANY PORTION OF THE NEW QUARTER AMOUNTS USED WILL PREVENT THE ROLLING OF THE QUARTER INDICATOR BACK TO THE PREVIOUS QUARTER DUE TO NON-AVAILABILTIY OF FUNDS AVAILABLE FOR CURRENT QUARTER EXPENDITURES OUT OF PREVIOUS QUARTERLY BALANCES.

THE QUARTER FOR ANY SPECIFIC LINE TO WHICH THE INDICATOR HAS BEEN SET MAY BE DETERMINED BY CALLING FOR INQUIRY "I 26" ELSEWHERE DESCRIBED. THE CURRENT QUARTER WILL BE IDENTIFIED BY AN ASTERISK (*) LISTED NEXT TO ONE OF THE FOUR QUARTERLY ALLOTMENT AMOUNTS.

INFORMATION TO BE KEYED IS DESCRIBED AS FOLLOWS:

FIELD NAME	SIZE	CONTENTS AND USAGE
TRANS REQUEST CODE:	2	"23" ROLL ALLOTMENT FORWARD OR BACKWARD
MODE:	1	"T" - AUTOMATIC DEFAULT FOR TRANSACTION
TASK:	1	"1", "2", "3", OR "4" DESIGNATING QUARTER TO WHICH THE ALLOTMENT INDICATOR IS TO BE SET
FY:	2	CURRENT FISCAL YEAR
PSWD:	8	AGENCY ASSIGNED SECURITY NAME
OPERID:	3	OPERATOR'S IDENTIFICATION ASSIGNED BY AGENCY
AGCY-CD:	2	AGENCY ASSIGNED ALPHA IDENTIFICATION
FUND: AGCY: DIV: SQ/TYP: SUBA: LINE:	3 3 2 4 4 4	IF ANY NAMED FIELD IS LEFT BLANK ALL APPROPRIATION ACCOUNTS OF THE PRECEDING FIELD LEVELS WILL BE SET TO THE QUARTER SELECTED BY THE FIELD "TASK",IN WHICH CASE ALL REMAINING FIELDS SHOULD BE LEFT BLANK.
ACCOUNT NAME:	30	MUST BE BLANK FOR TRANSACTION 23
ALL SUBSEQUENT FIELDS MUST BE LEFT BLANK FOR TRANSACTION 23		

POSTING TO APPROPRIATION RECORDS

AFTER ADDING THE APPROPRIATION MAJOR OBJECT LINE, VARIOUS EXPENDITURE CONTROL ENTRIES MAY BE POSTED USING SCREEN "GASEOM00" FOR POSTING OF ENCUMBRANCES OR OBLIGATIONS, AND SCREEN "GASECM00", FOR PROCESSING VOUCHERS, THE NEXT STEPS IN PROCESSING GAS II TRANSACTIONS.

CHAPTER 3

POSTING GAS II COMMITTMENTS (ENCUMBRANCES) AND OBLIGATIONS

- ENCUMBRANCES
- OBLIGATIONS
- OBLIGATIONS WHICH LIQUIDATE ENCUMBRANCES.
- EXPENDITURE OBJECTS RESTRICTING VOUCHER EXPENDITURES

ENCUMBRANCE/OBLIGATION ACCOUNTING

GENERALIZED ACCOUNTING ENCUMBRANCE AND OBLIGATION PROCESSING

TASKS:

USING THE "/FOR GASEOM" SCREEN

ESTABLISH ENCUMBRANCE RECORDS REFLECTING PRE-PURCHASE, CONTRACTUAL, REQUISITION, OR PRINTING REQUESTS.

RECORD OBLIGATIONS WHICH MAY LIQUIDATE EXISTING ENCUMBRANCES, IF ANY, AND COMPLYING WITH THE VARIOUS RULES AND EDITS REQUIRED BY CUSAS.

ENTER DETAIL OBJECT INFORMATION TO RESTRICT INDIVIDUAL AMOUNT EXPENDITURE FOR SPECIFIC EXPENDITURE OBJECTS.

PROVIDE FOR DELETION OF ENCUMBRANCES AND OBLIGATIONS

PROVIDE FOR CHANGING ENCUMBRANCE OR OBLIGATION NAMES AND FEIN NUMBERS WHERE AMMENDMENT OR LIQUIDATION HAS NOT COMMENCED WHETHER BY OBLIGATION, OR VOUCHER PROCESS.

NARRATIVE:

THE OBLIGATION CONTROL MAINTENANCE SCREEN, "/FOR GASEOM" IS INTENDED FOR SETTING UP ENCUMBRANCES, FOR SETTING UP OBLIGATIONS, AND FOR LIQUIDATING ENCUMBRANCES IN CONJUNCTION WITH OBLIGATION RECORDING WHERE REQUIRED. IN ADDITION, BOTH THE ENCUMBRANCE AND OBLIGATION TRANSACTIONS PROVIDE A VEHICLE FOR ENTRY OF DETAIL OBJECT CODES AND THEIR CONTROL AS MAY BE REQUIRED BY THE PROCUREMENT DIVISION OF CENTRAL MANAGEMENT SERVICES, IN PROCESSING BLANKET OBLIGATIONS FOR COMMODITIES AND EQUIPMENT AND THE LIMITATION OF SINGLE PURCHASES TO A SPECIFIED DOLLAR AMOUNT. WHERE DESIRED BY AN AGENCY, AN ASSOCIATED ENCUMBRANCE MAY BE PARTIALLY LIQUIDATED WHEN OBLIGATING THE COMMITMENT BY ENTERING A SPECIFIC DE-ENCUMBRANCE AMOUNT TO BE APPLIED AGAINST THE CURRENT ENCUMBRANCE BALANCE.

THESE ENTRIES ARE USED TO POST THE DATA UPON WHICH INFORMATION MAY BE EXTRACTED FROM THE SYSTEM THROUGH ON-LINE INQUIRIES OR OVERNIGHT BATCH REPORT PRINTOUT.

ENCUMBRANCE DESCRIPTIONS OR FEIN NUMBERS MAY NOT BE CHANGED AFTER COMMENCEMENT OF LIQUIDATION BY VOUCHERS OR AMMENDMENT BY OBLIGATION. OBLIGATION DESCRIPTIONS AND FEIN NUMBERS MAY NOT BE CHANGED ONCE LIQUIDATION BY VOUCHERS HAS BEGUN.

TRANSACTIONS NUMBERED 03, 04 AND 08 ARE USED TO CONTROL WHETHER ENCUMBRANCES, OBLIGATIONS, OR A COMBINATION OF BOTH ARE TO ENTERED TO THE

SYSTEM FOR ESTABLISHING INFORMATION UPON WHICH TO BE OPERATED BY VOUCHERING THROUGH THE EXPENDITURE CONTROL MODULE OF GAS II.

SCREEN "GASEOM00"

THE SCREEN USED TO PROCESS GAS II ENCUMBRANCE/OBLIGATION CONTROL IS ILLUSTRATED AS FOLLOWS:

```
GASEOM00    ENCUMBRANCE/OBLIGATION MAINTENANCE          (DATE)
ERROR CODE:
           TRANS REQUEST CODE:    MODE:
   TASK:   FY:   PSWD:      OPERID:       AGCY-CD:
        TRANSDATE:    FEIN:
   FUND:   AGCY:   DIV:   LINE:   SQ/TYP:    SUBA:
   AMT:         DESC:                  REF-DOC:
       OBLIG:       F/P:      ENCUMB:          TRAN CODE:
          VCHR AMT LIMIT:          BLANKET OBLIG:
          DOC-CONTROL:       DE-ENCUMBER AMT:
DOC     AMOUNT          DOC     AMOUNT          DOC     AMOUNT
____  _____________     ____  _____________     ____  _____________
____  _____________     ____  _____________     ____  _____________
____  _____________     ____  _____________     ____  _____________
____  _____________     ____  _____________     ____  _____________
____  _____________     ____  _____________     ____  _____________
____  _____________     ____  _____________     ____  _____________
____  _____________     ____  _____________     ____  _____________
____  _____________     ____  _____________     ____  _____________
____  _____________     ____  _____________     ____  _____________
____  _____________     ____  _____________     ____  _____________
```

TRAN CODE 03

POST AN ENCUMBRANCE

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
D - DELETE RECORD
C - CHANGE RECORD

R - REQUIRED
B - MUST BE BLANK
O - OPTIONAL OR NOT TESTED

A	D	C	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	R	TRANS REQUEST CODE:	2	"03"
R	R	R	MODE:	1	"T" - FOR "TRANSACTION"
R	R	R	TASK:	1	"A" - FOR ADD RECORD "D" - FOR DELETE RECORD "C" - FOR CHANGE FEIN OR DESCRIPTION FIELD
R	R	R	FY:	2	CURRENT FISCAL YEAR
R	R	R	PSWD:	8	AGENCY DETERMINED SECURITY CODE
R	R	R	OPERID:	3	OPERATOR'S INITIALS
R	R	R	AGCY-CD:	2	AGENCY'S ASSIGNED ALPHA CODE
R	B	B	TRANS DATE:	6	ENCUMBRANCE DATE MM/DD/YY MUST BE BLANK ON DELETE MUST BE BLANK ON CHANGE FEIN OR DESCRIPTION

A	D	C	FIELD NAME	SIZE	CONTENTS AND USAGE
O			FEIN:	16	FEDERAL EMPLOYER'S IDENTIFICATION NUMBER. SHOULD BE GREATER THAN ZERO BUT MAY BE BLANK, PARTICULARLY FOR A BLANKET ENCUMBRANCE
	B				MUST BE BLANK FOR DELETE
		R			CHANGE FEIN ALLOWED WHERE ENCUMBRANCE NOT AMMENDED BY OBLIGATION OR PARTIALLY LIQUIDATED BY VOUCHER
		B			MUST BE BLANK WHERE CHANGE IS FOR AN ENCUMBRANCE DESCRIPTION
R	R	R	FUND:	3	VALID FUND GREATER THAN ZERO
R	R	R	AGCY:	3	VALID AGENCY GREATER THAN ZERO
					MAY BE OTHER THAN AGENCY RESPONSIBLE FOR POSTING AS APPROPRIATE
R	R	R	DIV:	2	VALID DIVISION NUMBER GREATER THAN ZERO
R	R	R	LINE:	4	VALID MAJOR OBJECT CODE; IF NON-CUSAS PROCESSING MAY BE 0001 TO 0999 (NON-CUSAS PROCESSING NOT CURRENTLY AVAILABLE)
R	R	R	SQ/TP:	4	VALID SQUENCE TYPE CODE
R	R	R	SUBA:	4	VALID NUMBER INCLUDING '0000'

A	D	C	FIELD NAME	SIZE	CONTENTS AND USAGE
R			AMOUNT:	11	ENTER DOLLAR AMOUNT AND STRIKE "ERASE EOF" KEY, DEPRESS LEFT FIELD MARK KEY TO SKIP TO DESCRIPTION FIELD. THIS WILL LEFT ZERO FILL THE AMOUNT FIELD.
	B	B			MUST BE BLANK FOR DELETE OR CHANGE
R			DESC:	30	USER'S ENCUMBRANCE DESCRIPTION, OR VENDOR NAME
	O				NOT CHECKED FOR DELETE
		R			DESCRIPTION CHANGE ALLOWED ONLY IF ENCUMBRANCE HAS NOT BEEN AMMENDED BY AN OBLIGATION OR PARTIALLY LIQUIDATED BY A VOUCHER
		B			MUST BE BLANK ON AN FEIN CHANGE
O			REF-DOC:	10	ANY 10 CHARACTER ALPHA-NUMERIC REFERENCE WILL BE PRINTED ON ENCUMBRANCE BATCH REPORTS.
	B	B			MUST BE BLANK ON DELETE OR CHANGE
B	B	B	OBLIG:		MUST BE BLANK
B	B	B	F/P:		MUST BE BLANK
R	R	R	ENCUM:	10	ENCUMBRANCE NUMBER MUST BE PRESENT FOR ADD, DELETE OR CHANGE TASK
R			TRAN CODE:	4	OBLIGATION CODE DEFINED IN "CUSAS". THE 10% OVEREXPENDITURE PROVISION FOR OBLIGATIONS IS NOT AVAILABLE TO THE ENCUMBRANCE MODULE.
THE REMAINING SCREEN FIELDS BELOW MUST BE BLANK FOR AN ADD, CHANGE, OR DELETE TRANSACTION.					

TRAN CODE 04

POST AN OBLIGATION

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
D - DELETE RECORD
C - CHANGE RECORD

R - REQUIRED
B - MUST BE BLANK
O - OPTIONAL OR NOT TESTED

A	D	C	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	R	TRANS REQUEST CODE:	2	"04"
R	R	R	MODE:	1	"T" - FOR "TRANSACTION"
R	R	R	TASK:	1	"A" - FOR ADD RECORD "D" - FOR DELETE RECORD "C" - FOR CHANGE FEIN OR DESCRIPTION FIELD
R	R	R	FY:	2	CURRENT FISCAL YEAR
R	R	R	PSWD:	8	AGENCY DETERMINED SECURITY CODE
R	R	R	OPERID:	3	OPERATOR'S INITIALS
R	R	R	AGCY-CD:	2	AGENCY'S ASSIGNED ALPHA CODE
R	B	B	TRANS DATE:	6	OBLIGATION DATE MM/DD/YY MUST BE BLANK ON DELETE MUST BE BLANK ON CHANGE FEIN OR DESCRIPTION
O	B	R B	FEIN:	16	FEDERAL EMPLOYER'S IDENTIFICATION NUMBER. SHOULD BE GREATER THAN ZERO BUT MAY BE BLANK, PARTICULARLY FOR A BLANKET OBLIGATIONE MUST BE BLANK FOR DELETE CHANGE FEIN ALLOWED WHERE OBLIGATION NOT PARTIALLY LIQUIDATED BY VOUCHER MUST BE BLANK WHERE CHANGE IS FOR AN OBLIGATION DESCRIPTION

A	D	C	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	R	FUND:	3	VALID FUND GREATER THAN ZERO
R	R	R	AGCY:	3	VALID AGENCY GREATER THAN ZERO MAY BE OTHER THAN AGENCY RESPONSIBLE FOR POSTING AS APPROPRIATE
R	R	R	DIV:	2	VALID DIVISION NUMBER GREATER THAN ZERO
R	R	R	LINE:	4	VALID MAJOR OBJECT CODE; IF NON-CUSAS PROCESSING MAY BE 0001 TO 0999 (NON-CUSAS PROCESSING NOT CURRENTLY AVAILABLE)
R	R	R	SQ/TP:	4	VALID SQUENCE TYPE CODE
R	R	R	SUBA:	4	VALID NUMBER INCLUDING '0000'

A	D	C	FIELD NAME	SIZE	CONTENTS AND USAGE
R			AMOUNT:	11	ENTER DOLLAR AMOUNT AND STRIKE "ERASE EOF" KEY, DEPRESS LEFT FIELD MARK KEY TO SKIP TO DESCRIPTION FIELD. THIS WILL LEFT ZERO FILL THE AMOUNT FIELD.
	B	B			MUST BE BLANK FOR DELETE OR CHANGE
R			DESC:	30	USER'S OBLIGATION DESCRIPTION, OR VENDOR NAME
	O				NOT CHECKED FOR DELETE
		R			DESCRIPTION CHANGE ALLOWED ONLY IF OBLIGATION HAS NOT BEEN PARTIALLY LIQUIDATED BY A VOUCHER
		B			MUST BE BLANK ON AN FEIN CHANGE
O			REF-DOC:	10	ANY 10 CHARACTER ALPHA-NUMERIC REFERENCE WILL BE PRINTED ON OBLIGATION BATCH REPORTS.
	B	B			MUST BE BLANK ON DELETE OR CHANGE
R	R	R	OBLIG:		MUST BE PRESENT FOR ADD, DELETE, OR CHANGE TASK
B	B	B	F/P:		MUST BE BLANK
B	B	B	ENCUM:		MUST BE BLANK FOR AN OBLIGATION TRANSACTION

A	D	C	FIELD NAME	SIZE	CONTENTS AND USAGE
R			TRAN CODE:	4	FOUR DIGIT TYPE/ACTION CODE DEFINED IN CUSAS DESCRIBING THE TYPE OF OBLIGATION TRANSACTION FORMATTED "TTAA" "TT" - FIRST TWO DIGITS OF THE TRANSACTION CODE PRE-DEFINED BY CUSAS "AA" - LAST TWO DIGITS OF THE TRANSACTION CODE DEFINED BY THE OBLIGATION ORIGINATOR AS DIRECTED BY CUSAS "10" - WITH AUTOMATIC DE-OBLIGATION "13" - WITHOUT AUTOMATIC DE-OBLIGATION "15" - WITH AUTOMATIC DE-OBLIGATION, 10% OVEREXPENDITURE CAPABILITY "18" - WITHOUT AUTOMATIC DE-OBLIGATION, BUT WITH 10% EXPENDITURE CAPABILITY "20" - INCREASE THE OBLIGATION AMOUNT "25" - DECREASE THE OBLIGATION AMOUNT "29" - CANCEL THE OBLIGATION AMOUNT (NOT A DELETION)
	B	B			MUST BE BLANK ON DELETE OR CHANGE TRANSACTION

A	D	C	FIELD NAME	SIZE	CONTENTS AND USAGE
O	B	B	VCHR AMT LIMIT:	11	MAXIMUM INDIVIDUAL VOUCHER AMOUNT WHICH CAN BE USED IN LIQUIDATING THIS OBLIGATION. USED IN CONJUNCTION WITH BLANKET OBLIGATIONS FOR COMMODITIES OR EQUIPMENT AUTHORIZED BY CENTRAL MANAGEMENT SERVICES PROCUREMENT DEPARTMENT. MUST BE BLANK ON DELETE OR CHANGE
O	B	B	BLANKET OBLIG:	1	"Y" OR "N" OR " ". "Y" INDICATES THAT THE OBLIGATION IS CONSIDERED TO BE A BLANKET AND WILL BE RESTRICTED TO THE VOUCHER AMOUNT LIMIT AS STATED ABOVE, AND WILL HAVE INDIVIDUAL DETAIL OBJECT CODE RESTRICTIONS AS INDICATED BELOW. MUST BE BLANK ON DELETE OR CHANGE
O	B	B	DOC-CONTROL:	1	OPTIONAL 'Y' IF MULTIPLE DETAIL OBJECT CONTROL IS DESIRED. 'N' OR 'BLANK' IF NOT WANTED. MUST BE BLANK ON DELETE OR CHANGE
B	B	B	DE-ENCUMBER AMT:	11	MUST BE BLANK FOR ADD, DELETE OR CHANGE
O	B	B	DOC....DOC:	4	OPTIONAL UP TO 30 VALID DETAIL OBJECT CODES PER OBLIGATION. REQUIRED IF "DOC-CONTROL" ABOVE EQUAL "Y". MUST BE BLANK ON DELETE OR CHANGE
O	B	B	AMOUNT...AMOUNT:	11	OPTIONAL UP TO 30 DETAIL OBJECT AMOUNTS CORRESPONDING TO THE ABOVE DETAIL OBJECT CODES. MUST BE BLANK ON DELETE OR CHANGE

TRAN CODE 08

POST/INQUIRE OBLIGATION WITH ENCUMBRANCE; INQUIRE ENCUMBRANCE

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
D - DELETE RECORD
I - INQUIRE RECORD

R - REQUIRED
B - MUST BE BLANK
O - OPTIONAL OR NOT TESTED

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	R	TRANS REQUEST CODE:	2	"08"
R	R	R	MODE:	1	"T" - FOR "TRANSACTION"
R	R	O	TASK:	1	"A" - FOR ADD RECORD "D" - FOR DELETE RECORD NOT CHECKED ON INQUIRY
R	R	R	FY:	2	CURRENT FISCAL YEAR
R	R	R	PSWD:	8	AGENCY DETERMINED SECURITY CODE
R	R	R	OPERID:	3	OPERATOR'S ASSIGNED IDENTIFICATION
R	R	R	AGCY-CD:	2	AGENCY'S ASSIGNED ALPHA CODE IDENTIFICATION
R	B	B	TRANS DATE:	6	OBLIGATION DATE MM/DD/YY MUST BE BLANK FOR DELETE SHOULD BE BLANK AS RECORD INFORMATION WILL BE DISPLAYED
O	B	B	FEIN:	16	FEDERAL EMPLOYER'S IDENTIFICATION NUMBER. SHOULD BE GREATER THAN ZERO BUT MAY BE BLANK, PARTICULARLY FOR A BLANKET OBLIGATION MUST BE BLANK FOR DELETE SHOULD BE BLANK FOR INQUIRY

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	R	FUND:	3	VALID FUND GREATER THAN ZERO
R	R	R	AGCY:	3	VALID AGENCY GREATER THAN ZERO. MAY BE OTHER THAN AGENCY RESPONSIBLE FOR POSTING THE VOUCHER AS APPROPRIATE
R	R	R	DIV:	2	VALID DIVISION NUMBER GREATER THAN ZERO
R	R	R	LINE:	4	VALID MAJOR OBJECT CODE; IF NON-CUSAS PROCESSING MAY BE 0001 TO 0999 (FEATURE NOT PRES-ENTLY AVAILABLE)
R	R	R	SQ/TP:	4	VALID SQUENCE TYPE CODE
R	R	R	SUBA:	4	VALID NUMBER INCLUDING '0000'
R			AMOUNT:	11	ENTER DOLLAR AMOUNT AND STRIKE "ERASE EOF" KEY, DEPRESS LEFT FIELD MARK KEY TO SKIP TO DESCRIPTION FIELD. THIS WILL LEFT ZERO FILL THE AMOUNT FIELD.
	B				MUST BE BLANK FOR DELETE
		O			SHOULD BE BLANK FOR INQUIRY AS ORIGINAL OBLIGATION OR ENCUM-BRANCE TRANSACTION AMOUNT WILL BE DISPLAYED ON INQUIRY (NOT AMMENDED OR CURRENT AMOUNT)

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
R			DESC:	30	OBLIGATION DESCRIPTION OR VENDOR NAME
	O				NOT CHECKED FOR DELETE
		O			SHOULD BE LEFT BLANK AS RECORD CONTENTS WILL BE DISPLAYED ON INQUIRY
O			REF-DOC:	10	OPTIONAL DOCUMENT REFERENCE. WILL BE RECORDED AS PART OF OBLIGATION RECORD BUT IS NOT AFFECTED BY PROCESSING.
	B				MUST BE BLANK FOR DELETE
		O			SHOULD BE BLANK FOR INQUIRY
R	R		OBLIG:	10	ONE TO TEN ALPHA NUMBERIC CHARACTER OBLIGATION NUMBER
		R			REQUIRED IF INQUIRY IS FOR AN OBLIGATION
		B			MUST BE BLANK FOR INQUIRY OF ENCUMBRANCE
R	B		F/P:	1	FULL/PARTIAL DE-ENCUMBRANCE INDICATOR ("F" OR "P")
		O			SHOULD BE BLANK FOR INQUIRY AS THE INDICATOR IN THE RECORD WILL BE DISPLAYED
R	R		ENCUM:	10	ENCUMBRANCE NUMBER REFERENCED BY THIS OBLIGATION
		R			REQUIRED IF INQUIRY IS FOR AN ENCUMBRANCE
		B			MUST BE BLANK IF INQUIRY IS FOR AN OBLIGATION. WILL BE DISPLAYED FROM THE RECORD IF ENCUMBRANCE NUMBER IS PRESENT IN THE OBLIGATION ON INQUIRY.

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
R			TRAN CODE:	4	FOUR DIGIT CUSAS TYPE/ACTION TRANSACTION CODE DESCRIBING THE TYPE OF OBLIGATION TRANSACTION FORMATTED "TTAA" "TT" - FIRST TWO DIGITS OF THE TRANSACTION CODE PRE-DEFINED BY CUSAS AND VALIDATED BY GAS II. "AA" - LAST TWO DIGITS OF THE TRANSACTION CODE DEFINED BY THE OBLIGATION ORIGINATOR AND USED BY GAS II AS FOLLOWS: "10" - WITH AUTOMATIC DE-OBLIGATION "13" - WITHOUT AUTOMATIC DE-OBLIGATION "15" - WITH AUTOMATIC DE-OBLIGATION, 10% OVEREXPENDITURE CAPABILITY "18" - WITHOUT AUTOMATIC DE-OBLIGATION, BUT WITH 10% EXPENDITURE CAPABILITY "20" - INCREASE THE OBLIGATION AMOUNT "25" - DECREASE THE OBLIGATION AMOUNT "29" - CANCEL THE OBLIGATION AMOUNT (NOT A DELETION)
	B				MUST BE BLANK ON DELETE
		O			WILL BE DISPLAYED ON INQUIRY

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
O			VCHR AMT LIMIT:	11	MAXIMUM INDIVIDUAL VOUCHER AMOUNT WHICH CAN BE USED IN LIQUIDATING THIS OBLIGATION. USED IN CONJUNCTION WITH BLANKET OBLIGATIONS FOR COMMODITIES OR EQUIPMENT AUTHORIZED BY CENTRAL MANAGEMENT SERVICES PROCUREMENT DEPARTMENT.
	B				MUST BE BLANK ON DELETE
		B			SHOULD BE BLANK ON INQUIRY AS IT THEN WILL BE DISPLAYED IF PRESENT IN RECORD
O			BLANKET OBLIG:	1	"Y" OR "N" OR " ". "Y" INDICATES THAT THE OBLIGATION IS CONSIDERED TO BE A BLANKET AND WILL BE RESTRICTED TO THE VOUCHER AMOUNT LIMIT AS STATED ABOVE, AND WILL HAVE INDIVIDUAL DETAIL OBJECT CODE RESTRICTIONS AS INDICATED BELOW.
	B				MUST BE BLANK ON DELETE
		B			SHOULD BE BLANK ON INQUIRY AS IT THEN WILL BE DISPLAYED IF PRESENT IN RECORD
O			DOC-CONTROL:	1	OPTIONAL; 'Y' IF MULTIPLE DETAIL OBJECT CONTROL IS DESIRED. 'N' OR 'BLANK' IF NOT WANTED.
	B				MUST BE BLANK ON DELETE
		B			SHOULD BE BLANK ON INQUIRY - WILL BE DISPLAYED IF PRESENT IN RECORD

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
O			DE-ENCUMBER AMT:	11	OPTIONAL TO INDICATE AMOUNT OF ENCUMBRANCE TO BE LIQUIDATED BY OBLIGATION. MAY BE DIFFERENT THAN OBLIGATION AMOUNT. USED WHEN "F/P" INDICATOR IS "P" (PARTIAL DE-ENCUMBRANCE) MUST BE BLANK ON DELETE SHOULD BE BLANK ON INQUIRY AS IT THEN WILL BE DISPLAYED IF PRESENT IN RECORD
	B				
		B			
O			DOC....DOC:	4	OPTIONAL; UP TO 30 VALID DETAIL OBJECT CODES PER OBLIGATION. REQUIRED IF "DOC-CONTROL" ABOVE EQUAL "Y". MUST BE BLANK FOR DELETE SHOULD BE BLANK ON INQUIRY AS IT THEN WILL BE DISPLAYED IF PRESENT IN RECORD
	B				
		B			
O			AMOUNT...AMOUNT:	11	OPTIONAL; UP TO 30 DETAIL OBJECT AMOUNTS CORRESPONDING TO THE ABOVE DETAIL OBJECT CODES. MUST BE BLANK FOR DELETE SHOULD BE BLANK ON INQUIRY AS IT THEN WILL BE DISPLAYED IF PRESENT IN RECORD
	B				
		B			

CHAPTER 4

POSTING GAS II EXPENDITURE TRANSACTIONS SINGLY OR IN COMBINATION

- VOUCHERS
- PROJECT VOUCHERS
- ACCOUNTS PAYABLE RECORDS

CUSAS AND PROJECT ACCOUNTING PLUS ACCOUNTS PAYABLE

GENERALIZED ACCOUNTING SYSTEM EXPENDITURE CONTROL

TASKS:

POST ACCOUNTING TRANSACTIONS REFLECTING COMBINATIONS SINGULARLY OR IN GROUPS REFLECTING IN ONE ENTRY ENCUMBRANCES AND/OR OBLIGATIONS, VOUCHERS, PROJECT VOUCHERS AND ACCOUNTS PAYABLE ENTRIES; ADDING OR DELETING SUCH ENTRIES OR IN A FEW CASES, MAKING CHANGES TO EXISTING ENTRIES. THE TRANSACTIONS ARE POSTED TO THE RECORDS CREATED WHEN THE APPROPRIATION ACCOUNT CODE FILES OR THE PROJECT FILES WERE SET UP WITH THE SCREENS "/FOR GASALM", "/FOR GASPRM", OR "/FOR GASEOM".

NARRATIVE:

THE EXPENDITURE CONTROL MAINTENANCE SCREEN IS INTENDED TO BE USED FOR THE VAST MAJORITY OF ALL GAS II VOUCHER, PROJECT VOUCHER AND ACCOUNTS PAYABLE ENTRIES IN POSTING THE FINANCIAL ACTIVITY OF THE AGENCY. THESE ENTRIES ARE USED TO POST THE DATA UPON WHICH INFORMATION MAY BE

EXTRACTED FROM THE SYSTEM THROUGH ON-LINE INQUIRES OR OVERNIGHT BATCH REPORT PRINTOUT.

TRANSACTIONS NUMBERED FROM 02 THROUGH 15 (EXCEPT 03, 04, AND 08 WHICH CONCERN ENCUMBRANCE/OBLIGATION PROCESSING) ARE USED TO INDICATE WHICH COMBINATIONS OF FINANCIAL ENTRIES ARE POSTED. IN MOST CASES AN INDIVIDUAL AGENCY WILL SELECT ITS METHOD OF RECORD MANAGEMENT AND WILL USE ONLY A FEW TRANSACTIONS APPLICABLE TO THEIR PARTICULAR NEEDS. THE MATRIX BELOW DEPICTS THE VARIOUS COMBINATIONS OF TRANSACTIONS AVAILABLE.

TRANSACTIONS 03, 04, AND 08 ARE PROCESSED THROUGH THE GASEOM SCREEN AND THE OTHERS LISTED ARE PROCESSED THROUGH THE GASECM SCREEN.

TRANSACTION CODE	02	03	04	05	06	07	08	09	10	11	12	13	14	15
ENCUMBRANCE		XX					XX	X*				X*	X*	X*
OBLIGATION			XX				XX	X*				X*	X*	X*
VOUCHER	XX					XX		XX	XX	XX		XX	XX	XX
PROJECT VOUCHER				XX					XX	XX	XX	XX		XX
ACCOUNTS PAYABLE	XX				XX				XX		XX		XX	XX

* EITHER ENCUMBRANCE OR OBLIGATION, BUT NOT BOTH.

SCREEN "GASECM00"

THE SCREEN USED TO PROCESS GAS II EXPENDITURE CONTROL IS ILLUSTRATED AS FOLLOWS:

```
GASECM00                EXPENDITURE CONTROL          (DATE)
ERROR CODE:
   TRANS REQUEST CODE:     MODE:
TASK:  TYPE:    FY:    PSWD:          OPERID:     AGCY-CD:
FEIN:                      FEIN EDIT OVERRIDE:
VCHR:           DATE:             FUND:
AGCY:     DIV:  LINE:     SQ/TYP:      BATCH:
AMT:              DESCR:                              VCHR/SQ:
DOC:      SUBA:
DOC:       DOC:       DOC:       DOC:       DOC:
AMOUNT:       AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
OBLIG:            OBLIG:             OBLIG:
F/P:      ENCUM:
PROJ FY:   PROJECT NUMBER:     DEPARTMENT:    DEPT DIST%IND:
DEPT#:         DEPT#:         DEPT#:          DEPT#:      DEPT#:
AMOUNT:        AMOUNT:        AMOUNT:         AMOUNT:     AMOUNT:
AC/PAY INV-NO:          INV-DATE:           REF-DOCUMENT-NO:
```

SCREEN USAGE

SCREEN "GASECM00" IS USED FOR TWO PURPOSES; ENTERING VARIOUS CUSAS DOCUMENTS AND OTHER ACCOUNTING RECORDS, AND FOR MAKING INQUIRY INTO THE VARIOUS ACCOUNTS TO WHICH THE DOCUMENTS HAVE BEEN POSTED. THE RULES FOR ENTERING INFORMATION CONTAINED ON THESE VARIOUS FORMS ARE PRESENTED IN THE FOLLOWING SECTIONS.

MOST OF THE POSTING TRANSACTIONS PROVIDE FOR ADDING OR DELETING RECORDS. A FEW POSTING ENTRIES ALSO PROVIDE FOR INQUIRY IN INDIVIDUAL INSTANCES, AND ALL OF THE INQUIRY TRANSACTIONS ARE RESTRICTED TO CALLING FOR REPORT DISPLAYS.

SPECIAL DELETE CONSIDERATIONS

A VOUCHER OR PROJECT VOUCHER, AN ENCUMBRANCE OR AN OBLIGATION MAY BE ENTERED SINGLY OR IN COMBINATION. GAS II TRANSACTION CODES "02" TO "15" PROVIDE FOR FOURTEEN DIFFERENT WAYS TO MAKE ENTRIES. ANY ENTRY THAT REQUIRES REMOVAL FROM THE FILES CAN ONLY BE DELETED BY USING THE SAME TRANSACTION REQUEST CODE WITH WHICH IT WAS ORIGINALLY POSTED. THIS IS TO ENSURE THAT ALL ELEMENTS OF A TRANSACTION WILL BE DELETED OR REVERSED IN THE SAME MANNER IN WHICH IT WAS ORIGINALLY ENTERED AND THAT ALL AFFECTED SUMMARY RECORDS WILL BE RESET TO AMOUNTS REFLECTING THE CONDITION WHICH WOULD RESULT WITHOUT THE DELETED RECORD.

DELETING AN AUTOMATICALLY DE-OBLIGATED VOUCHER

WHEN A VOUCHER HAS LIQUIDATED AN OBLIGATION WITH AN ACTION CODE OF '10 OR '15', THE 'F' (FINAL) INDICATOR HAS REDUCED THE TOTAL LINE OBLIGATION BALANCE FOR THE AMOUNT OF THE OBLIGATION IN EXCESS OF AMOUNT OF THE FINAL VOUCHER. ON A DELETE, THIS AMOUNT TOGETHER WITH THE ACTUAL DELETED VOUCHER AMOUNT IS ADDED BACK TO THE LINE OBLIGATION BALANCE. WHEN THIS BALANCE, TOGETHER WITH ANY ENCUMBRANCE AND VOUCHER EXPENDITURE BALANCES, IS SUBTRACTED FROM THE APPROPRIATION ALLOTTMENT, A NEGATIVE AVAILABLE BALANCE MAY ENSUE. THEREFORE, WHILE THE GAS PROGRAM WILL PERMIT EXECUTION OF THE DELETE, NO FURTHER PROCESSING CAN BE PERFORMED BECAUSE OF THE NEGATIVE BALANCE. FOR THIS REASON, A DELETE OF THIS NATURE MUST ONLY BE USED FOR PURPOSES OF DETAIL OR AMOUNT CORRECTION UP TO THE ACTUAL APPROPRIATION BALANCE. TO FURTHER PROCESS AND CORRECT SUCH A LINE ACCOUNT AN ADDITIONAL VOUCHER MUST BE DELETED IN AN AMOUNT EQUAL TO OR GREATER THAN THE OBLIGATION CANCELLATION AMOUNT ADDED BACK WITH THE DELETED FINAL VOUCHER AMOUNT. THIS WILL ALLOW THE DESIRED DELETED VOUCHER CORRECTION RE-ENTRY TO TAKE PLACE AND AGAIN FINAL OUT AND REDUCE THE OBLIGATION BALANCE, MAKING AVAILABLE SUFFICIENT MONIES TO RE-ENTER THE SPECIALLY DELETED VOUCHER WHICH WAS USED TO MAKE SUFFICIENT FUNDS AVAILABLE FOR THE REQUIRED CORRECTION ACTIVITY.

TRAN CODE 15

POST VCHR/PROJECT VCHR, OBLIGATION OR ENCUMBRANCE & ACCTS PAY DETAIL

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
D - DELETE RECORD

R - REQUIRED
B - MUST BE BLANK
O - OPTIONAL OR NOT TESTED

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	TRANS REQUEST CODE:	2	"15"
R	R	MODE:	1	"T" - FOR "TRANSACTION"
R	R	TASK:	1	"A" - FOR ADD RECORD "D" - FOR DELETE RECORD
R	R	TYPE:	2	"DR" FOR DEBIT "DM" FOR DEBIT MEMO "CR" FOR CREDIT IS NOT ALLOWED. TO RESTORE THE AMOUNT OF THE CREDIT TO THE APPROPRIATION CREATING ACCOUNTS PAYABLE DETAIL, WITHOUT REOBLIGATING, USE TRAN CODE 10 "RF" FOR REFUND RE-OBLIGATING AN OBLIGATION AND RESTORING THE AMOUNT OF THE REFUND TO THE APPROPRIATION "CM" FOR CREDIT MEMO, AN ADJUSTMENT RE-OBLIGATING AN OBLIGATION AND RESTORING THE AMOUNT OF THE CREDIT MEMO TO THE APPROPRIATION
R	R	FY:	2	CURRENT FISCAL YEAR
R	R	PSWD:	8	AGENCY DETERMINED SECURITY CODE
R	R	OPERID:	3	OPERATOR'S ASSIGNED IDENTIFICATION
R	R	AGCY-CD:	2	AGENCY'S ASSIGNED ALPHA CODE IDENTIFICATION
R	R	FEIN:	16	FEDERAL EMPLOYER'S I.D. NUMBER

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		FEIN EDIT OVERRIDE:		NORMALLY LEFT BLANK AS THIS IS AN AGENCY DETERMINED OPTION STORED IN THE PROGRAM. THE AGENCY MAY OR MAY NOT REQUIRE CHECKING THE VENDOR DATA BASE FOR A VALID VENDOR RECORD TO OVERRIDE THE PROGRAM INSERTING A "Y" OR "N" WILL CHANGE THE USUAL PROGRAMMED CHOICE AS FOLLOWS
O			1	"Y" - PROGRAM IS TO CHECK VENDOR DATA BASE FOR PRESENCE OF A VALID FEIN RECORD, FOR THIS VOUCHER, REJECTING THE TRANSACTION IF ABSENT
O				"N" - VENDOR DATA BASE IS NOT TO BE CHECKED FOR PRESENCE OF A VALID VENDOR RECORD
	O			NOT CHECKED FOR DELETE
R	R	VCHR:	8	FOUR ALPHA/NUMERIC AND FOUR NUMERIC CHARACTERS COMPRISING THE VOUCHER NUMBER
R	R	DATE:	6	VALID INVOICE/VOUCHER DATE MM/DD/YY
R	R	FUND:	3	VALID FUND GREATER THAN ZERO
R	R	AGCY:	3	VALID AGENCY GREATER THAN ZERO. MAY BE OTHER THAN AGENCY RESPONSIBLE FOR POSTING THE VOUCHER AS APPROPRIATE
R	R	DIV:	2	VALID DIVISION NUMBER GREATER THAN ZERO
R	R	LINE:	4	VALID MAJOR OBJECT CODE; IF NON-CUSAS PROCESSING MAY BE 0001 TO 0999
R	R	SQ/TP:	4	VALID SEQUENCE TYPE CODE
R	R	BATCH:	8	TWO DIGIT CALENDAR YEAR, THREE DIGIT JULIAN DATE AND THREE DIGITS, USERS CHOICE FROM 000 TO 999 SHOULD NOT BE EARLIER THAN THE PAST TEN BUSINESS DAYS

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R		AMOUNT:	11	ENTER DOLLAR AMOUNT AND STRIKE "ERASE EOF" KEY, DEPRESS LEFT FIELD MARK KEY TO SKIP TO DESCRIPTION FIELD. THIS WILL LEFT ZERO FILL THE AMOUNT FIELD.
	B			MUST BE BLANK FOR DELETE
R		DESCR:	30	USER'S VOUCHER DESCRIPTION OR VENDOR NAME
	O			NOT CHECKED FOR DELETE
O		VCHR/SEQ:	4	NOT CHECKED ON ADD TRANSACTION; FIELD DEFAULTS TO "0001"
	O			NOT CHECKED ON DELETE TRANSACTION "DR" OR "DM"
	R			APPLICABLE VOUCHER SEQUENCE NUMBER FOR A REFUND ("RF") OR FOR A CREDIT MEMO ("CM")
R		DOC:	4	VALID DETAIL OBJECT CODE INCLUDING 0001 - 0999 IF NON-CUSAS USAGE AND MAJOR OBJECT IS 0001 - 0999.
	O			MUST BE "0000" IF MULTIPLE DETAIL OBJECT CODES ARE PRESENT NOT CHECKED ON DELETE
R	R	SUBA:	4	VALID NUMBER INCLUDING '0000'
B		DOC:...DOC:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE
R			4	FOR MORE THAN ONE DETAIL OBJECT CODE WHEN SINGLE DETAIL OBJECT CODE FIELD ABOVE CONTAINS "0000"
				FROM TWO TO FIVE MULTIPLE DETAIL OBJECT CODES VALID FOR A SINGLE VOUCHER
				A PROJECT HAVING MULTIPLE DETAIL OBJECT CODES MAY NOT HAVE MORE THAN ONE DEPARTMENT ON A VOUCHER
	O			NOT CHECKED ON DELETE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		AMOUNT:...AMOUNT:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE OR ONE OBLIGATION PRESENT
R			11	FROM TWO TO FIVE MULTIPLE AMOUNTS CORRESPONDING TO RESPECTIVE DETAIL OBJECT CODES ENTERED IN THE PRECEDING FIELDS. ADDITIONALLY, TWO OR THREE AMOUNTS CORRESPONDING TO TWO OR THREE DIFFERENT DETAIL OBJECT CODES MAY ALSO RELATE TO TWO OR THREE OBLIGATIONS LISTED IN THE FIELDS FOLLOWING.
	B			MUST BE BLANK ON DELETE
R	R	OBLIG:...OBLIG:	10	FROM ONE TO THREE ALPHA/NUMERIC OBLIGATIONS WHOSE CORRESPONDING AMOUNTS ARE LISTED IN THE IMMEDIATELY PRECEDING FIELDS.
O	O			OPTIONALLY MUST BE BLANK IF OBLIGATION IS NOT REQUIRED AND AN ENCUMBRANCE NUMBER IS ENTERED IN A FOLLOWING FIELD

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	F/P:	1	FINAL/PARTIAL VOUCHER INDICATOR ("F" OR "P") NOTE THAT THE F/P INDICATOR MUST NOT BE BLANK ON DELETE
R/B	R/B	ENCUM:	10	OPTIONAL ENCUMBRANCE NUMBER ENTERED IF TRANSACTION IS NOT REQUIRED TO BE OBLIGATED AN OBLIGATION OR AN ENCUMBRANCE MAY BE ENTERED BUT NOT BOTH IN THE SAME TRANSACTION
R	R	PROJ FY:	2	PROJECT FISCAL YEAR MAY BE DIFFERENT FROM CUSAS FISCAL YEAR
R	R	PROJECT NUMBER:	4	AGENCY DETERMINED NUMBER GREATER THAN ZERO
R	R	DEPARTMENT:	4	AGENCY DETERMINED NUMBER GREATER THAN ZERO. IF ONE OR MORE MULTI DEPARTMENTS ARE REFERENCED, "DEPARTMENT" MUST BE "9999", AND A PROJECT ASSOCIATED WITH THE VOUCHER WITH A DEPARTMENT/LINE RECORD OF "9999/0000" MUST EXIST
O	B	DEPT DIST% IND:	1	"%" INDICATES PERCENTAGE DISTRIBUTION OF THE VOUCHER AMOUNT TO THE MULTI DEPARTMENTS LISTED IN THE FIELDS WITH MULTIPLE AMOUNTS SPECIFYING PERCENTAGE AMOUNTS EXPRESSED AS 00.00% - 99.99%. WHEN ENTERING PERCENTAGE AMOUNTS, OMIT DECIMAL POINTS. THE PROGRAM WILL CALCULATE AMOUNTS TO BE DISTRIBUTED TO VARIOUS DEPARTMENTS AND DISPLAY THE RESULTS AFTER THE VOUCHER HAS BEEN ENTERED. MUST BE BLANK ON DELETE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	DEPT NO:...DEPT NO:	4	FROM ONE TO FIVE DEPARTMENTS
R		AMOUNT:...AMOUNT:	11	FROM ONE TO FIVE DEPARTMENT AMOUNTS CORRESPONDING TO THE PREVIOUS DEPARTMENT NUMBER FIELDS ENTERED. ONLY ONE DETAIL OBJECT CODE MAY BE ENTERED FROM A VOUCHER IF IT HAS MORE THAN ONE DEPARTMENT
	B			MUST BE BLANK ON DELETE
R	R	AC/PAY INV NO:	10	ACCOUNTS PAYABLE INVOICE NUMBER, ALPHA/NUMERIC NON-SPACE AND NON-ZERO
R	R	INV DATE:	6	VALID DATE - MM/DD/YY
O		REF DOC NO:	10	OPTIONAL REFERENCE TO ACCOUNTS PAYABLE; SPACES ARE ACCEPTABLE
	R			ON DELETE, IF REF DOC NO WAS PRESENT IN THE ORIGINAL ENTRY IT MUST BE PRESENT FOR DELETE. SPACES ARE VALID WHEN ORIGINALLY PRESENT.

TRAN CODE 14

POST A VOUCHER, OBLIGATION OR ENCUMBRANCE WITH ACCTS PAYABLE DETAIL

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
D - DELETE RECORD

R - REQUIRED
B - MUST BE BLANK
O - OPTIONAL OR NOT TESTED

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	TRANS REQUEST CODE:	2	"14"
R	R	MODE:	1	"T" - FOR "TRANSACTION"
R	R	TASK:	1	"A" - FOR ADD RECORD "D" - FOR DELETE RECORD
R	R	TYPE:	2	"DR" FOR DEBIT "DM" FOR DEBIT MEMO "CR" FOR CREDIT ENTRY NOT ALLOWED. TO RESTORE THE AMOUNT OF THE CREDIT TO THE APPROPRIATION AND CREATE ACCOUNTS PAYABLE DETAIL WITHOUT RE-OBLIGATING, USE TRAN CODE 02 "RF" FOR REFUND RE-OBLIGATING AN OBLIGATION AND RESTORING THE AMOUNT OF THE REFUND TO THE APPROPRIATION "CM" FOR CREDIT MEMO, AN ADJUSTMENT RE-OBLIGATING AN OBLIGATION AND RESTORING THE AMOUNT OF THE CREDIT MEMO TO THE APPROPRIATION
R	R	FY:	2	CURRENT FISCAL YEAR
R	R	PSWD:	8	AGENCY DETERMINED SECURITY CODE
R	R	OPERID:	3	OPERATOR'S ASSIGNED IDENTIFICATION
R	R	AGCY-CD:	2	AGENCY'S ASSIGNED ALPHA CODE IDENTIFICATION
R	R	FEIN:	16	FEDERAL EMPLOYER'S IDENTIFICATION NUMBER

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		FEIN EDIT OVERRIDE:		NORMALLY LEFT BLANK AS THIS IS AN AGENCY DETERMINED OPTION STORED IN THE PROGRAM. THE AGENCY MAY OR MAY NOT REQUIRE CHECKING THE VENDOR DATA BASE FOR A VALID VENDOR RECORD TO OVERRIDE THE PROGRAM INSERTING A "Y" OR "N" WILL CHANGE THE USUAL PROGRAMMED CHOICE AS FOLLOWS
O			1	"Y" - PROGRAM IS TO CHECK VENDOR DATA BASE FOR PRESENCE OF A VALID FEIN RECORD, FOR THIS VOUCHER, REJECTING THE TRANSACTION IF ABSENT
O				"N" - VENDOR DATA BASE IS NOT TO BE CHECKED FOR PRESENCE OF A VALID VENDOR RECORD
	O			NOT CHECKED FOR DELETE
R	R	VCHR:	8	FOUR ALPHA/NUMERIC AND FOUR NUMERIC CHARACTERS COMPRISING THE VOUCHER NUMBER
R	R	DATE:	6	VALID INVOICE/VOUCHER DATE MM/DD/YY
R	R	FUND:	3	VALID FUND GREATER THAN ZERO
R	R	AGCY:	3	VALID AGENCY GREATER THAN ZERO. MAY BE OTHER THAN AGENCY RESPONSIBLE FOR POSTING THE VOUCHER AS APPROPRIATE
R	R	DIV:	2	VALID DIVISION NUMBER GREATER THAN ZERO
R	R	LINE:	4	VALID MAJOR OBJECT CODE; IF NON-CUSAS PROCESSING MAY BE 0001 TO 0999
R	R	SQ/TP:	4	VALID SEQUENCE TYPE CODE
R	R	BATCH:	8	TWO DIGIT CALENDAR YEAR, THREE DIGIT JULIAN DATE AND THREE DIGITS, USERS CHOICE FROM 000 TO 999 SHOULD NOT BE EARLIER THAN THE PAST TEN BUSINESS DAYS

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R		AMOUNT:	11	ENTER DOLLAR AMOUNT AND STRIKE "ERASE EOF" KEY, DEPRESS LEFT FIELD MARK KEY TO SKIP TO DESCRIPTION FIELD. THIS WILL LEFT ZERO FILL THE AMOUNT FIELD.
	B			MUST BE BLANK FOR DELETE
R		DESCR:	30	USER'S VOUCHER DESCRIPTION OR VENDOR NAME
	O			NOT CHECKED FOR DELETE
O		VCHR/SEQ:	4	NOT CHECKED ON ADD TRANSACTION; FIELD DEFAULTS TO "0001"
	O			NOT CHECKED ON DELETE TRANSACTION "DR" OR "DM"
	R			APPLICABLE VOUCHER SEQUENCE NUMBER FOR A REFUND ("RF") OR FOR A CREDIT MEMO ("CM")
R		DOC:	4	VALID DETAIL OBJECT CODE INCLUDING 0001 - 0999 IF NON-CUSAS USAGE AND MAJOR OBJECT IS 0001 - 0999.
	O			MUST BE "0000" IF MULTIPLE DETAIL OBJECT CODES ARE PRESENT
				NOT CHECKED ON DELETE
R	R	SUBA:	4	VALID NUMBER INCLUDING '0000'
B		DOC:...DOC:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE
R			4	FOR MORE THAN ONE DETAIL OBJECT CODE WHEN SINGLE DETAIL OBJECT CODE FIELD ABOVE CONTAINS "0000"
				FROM TWO TO FIVE MULTIPLE DETAIL OBJECT CODES VALID FOR A SINGLE VOUCHER
				A PROJECT HAVING MULTIPLE DETAIL OBJECT CODES MAY NOT HAVE MORE THAN ONE DEPARTMENT ON A VOUCHER
	O			NOT CHECKED ON DELETE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		AMOUNT:...AMOUNT:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE OR ONE OBLIGATION PRESENT
R			11	FROM TWO TO FIVE MULTIPLE AMOUNTS CORRESPONDING TO RESPECTIVE DETAIL OBJECT CODES ENTERED IN THE PRECEDING FIELDS. ADDITIONALLY, TWO OR THREE AMOUNTS CORRESPONDING TO TWO OR THREE DIFFERENT DETAIL OBJECT CODES MAY ALSO RELATE TO TWO OR THREE OBLIGATIONS LISTED IN THE FIELDS FOLLOWING.
	B			MUST BE BLANK ON DELETE
R	R	OBLIG:...OBLIG:	10	FROM ONE TO THREE ALPHA/NUMERIC OBLIGATIONS WHOSE CORRESPONDING AMOUNTS ARE LISTED IN THE IMMEDIATELY PRECEDING FIELDS.
O	O			OPTIONALLY MUST BE BLANK IF OBLIGATION IS NOT REQUIRED AND AN ENCUMBRANCE NUMBER IS ENTERED IN A FOLLOWING FIELD
R	R	F/P:	1	FINAL/PARTIAL VOUCHER INDICATOR ("F" OR "P") NOTE THAT THE F/P INDICATOR MUST NOT BE BLANK ON DELETE
R/B	R/B	ENCUM:	10	OPTIONAL ENCUMBRANCE NUMBER ENTERED IF TRANSACTION IS NOT REQUIRED TO BE OBLIGATED AN OBLIGATION OR AN ENCUMBRANCE MAY BE ENTERED BUT NOT BOTH IN THE SAME TRANSACTION

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B	B	PROJ FY:		MUST BE BLANK
B	B	PROJECT NUMBER:		MUST BE BLANK
B	B	DEPARTMENT:		MUST BE BLANK
B	B	DEPT DIST% IND:		MUST BE BLANK
B	B	DEPT NO:...DEPT NO:		MUST BE BLANK
B	B	AMOUNT:...AMOUNT:		MUST BE BLANK
R	R	AC/PAY INV NO:	10	ACCOUNTS PAYABLE INVOICE NUMBER, ALPHA/NUMERIC NON-SPACE AND NON-ZERO
R	R	INV DATE:	6	VALID DATE - MM/DD/YY
O	 R	REF DOC NO:	10	OPTIONAL REFERENCE TO ACCOUNTS PAYABLE; SPACES ARE ACCEPTABLE ON DELETE, IF REF DOC NO WAS PRESENT IN THE ORIGINAL ENTRY IT MUST BE PRESENT FOR DELETE. SPACES ARE VALID WHEN ORIGINALLY PRESENT.

TRAN CODE 13

POST VOUCHER/PROJECT VOUCHER WITH AN OBLIGATION OR ENCUMBRANCE

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
D - DELETE RECORD

R - REQUIRED
B - MUST BE BLANK
O - OPTIONAL OR NOT TESTED

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	TRANS REQUEST CODE:	2	"13"
R	R	MODE:	1	"T" - FOR "TRANSACTION"
R	R	TASK:	1	"A" - FOR ADD RECORD "D" - FOR DELETE RECORD
R	R	TYPE:	2	"DR" FOR DEBIT "DM" FOR DEBIT MEMO "CR" - A CREDIT IS NOT ALLOWED. TO RESTORE THE AMOUNT OF THE CREDIT TO THE APPROPRIATION WITHOUT RE-O-BLIGATING, USE TRAN CODE 11 "RF" FOR REFUND RE-OBLIGATING AN OBLIGATION AND RESTORING THE AMOUNT OF THE REFUND TO THE APPROPRIATION "CM" FOR CREDIT MEMO, AN ADJUSTMENT RE-OBLIGATING AN OBLIGATION AND RESTORING THE AMOUNT OF THE CREDIT MEMO TO THE APPROPRIATION
R	R	FY:	2	CURRENT FISCAL YEAR
R	R	PSWD:	8	AGENCY DETERMINED SECURITY CODE
R	R	OPERID:	3	OPERATOR'S ASSIGNED IDENTIFICATION
R	R	AGCY-CD:	2	AGENCY'S ASSIGNED ALPHA CODE IDEN-TIFICATION
R	R	FEIN:	16	FEDERAL EMPLOYER'S IDENTIFICATION NUMBER

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		FEIN EDIT OVERRIDE:		NORMALLY LEFT BLANK AS THIS IS AN AGENCY DETERMINED OPTION STORED IN THE PROGRAM. THE AGENCY MAY OR MAY NOT REQUIRE CHECKING THE VENDOR DATA BASE FOR A VALID VENDOR RECORD TO OVERRIDE THE PROGRAM INSERTING A "Y" OR "N" WILL CHANGE THE USUAL PROGRAMMED CHOICE AS FOLLOWS
O			1	"Y" - PROGRAM IS TO CHECK VENDOR DATA BASE FOR PRESENCE OF A VALID FEIN RECORD, FOR THIS VOUCHER, REJECTING THE TRANSACTION IF ABSENT
O				"N" - VENDOR DATA BASE IS NOT TO BE CHECKED FOR PRESENCE OF A VALID VENDOR RECORD
	O			NOT CHECKED FOR DELETE
R	R	VCHR:	8	FOUR ALPHA/NUMERIC AND FOUR NUMERIC CHARACTERS COMPRISING THE VOUCHER NUMBER
R	R	DATE:	6	VALID INVOICE/VOUCHER DATE MM/DD/YY
R	R	FUND:	3	VALID FUND GREATER THAN ZERO
R	R	AGCY:	3	VALID AGENCY GREATER THAN ZERO. MAY BE OTHER THAN AGENCY RESPONSIBLE FOR POSTING THE VOUCHER AS APPROPRIATE
R	R	DIV:	2	VALID DIVISION NUMBER GREATER THAN ZERO
R	R	LINE:	4	VALID MAJOR OBJECT CODE; IF NON-CUSAS PROCESSING MAY BE 0001 TO 0999
R	R	SQ/TP:	4	VALID SEQUENCE TYPE CODE
R	R	BATCH:	8	TWO DIGIT CALENDAR YEAR, THREE DIGIT JULIAN DATE AND THREE DIGITS, USERS CHOICE FROM 000 TO 999 SHOULD NOT BE EARLIER THAN THE PAST TEN BUSINESS DAYS

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R		AMOUNT:	11	ENTER DOLLAR AMOUNT AND STRIKE "ERASE EOF" KEY, DEPRESS LEFT FIELD MARK KEY TO SKIP TO DESCRIPTION FIELD. THIS WILL LEFT ZERO FILL THE AMOUNT FIELD.
	B			MUST BE BLANK FOR DELETE
R		DESCR:	30	USER'S VOUCHER DESCRIPTION OR VENDOR NAME
	O			NOT CHECKED FOR DELETE
O		VCHR/SEQ:	4	NOT CHECKED ON ADD TRANSACTION; FIELD DEFAULTS TO "0001"
	O			NOT CHECKED ON DELETE TRANSACTION "DR" OR "DM"
	R			APPLICABLE VOUCHER SEQUENCE NUMBER FOR A REFUND ("RF") OR FOR A CREDIT MEMO ("CM")
R		DOC:	4	VALID DETAIL OBJECT CODE INCLUDING 0001 - 0999 IF NON-CUSAS USAGE AND MAJOR OBJECT IS 0001 - 0999.
				MUST BE "0000" IF MULTIPLE DETAIL OBJECT CODES ARE PRESENT
	O			NOT CHECKED ON DELETE
R	R	SUBA:	4	VALID NUMBER INCLUDING '0000'
B		DOC:...DOC:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE
R			4	FOR MORE THAN ONE DETAIL OBJECT CODE WHEN SINGLE DETAIL OBJECT CODE FIELD ABOVE CONTAINS "0000"
				FROM TWO TO FIVE MULTIPLE DETAIL OBJECT CODES VALID FOR A SINGLE VOUCHER
				A PROJECT HAVING MULTIPLE DETAIL OBJECT CODES MAY NOT HAVE MORE THAN ONE DEPARTMENT ON A VOUCHER
	O			NOT CHECKED ON DELETE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		AMOUNT:...AMOUNT:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE OR ONE OBLIGATION PRESENT
R			11	FROM TWO TO FIVE MULTIPLE AMOUNTS CORRESPONDING TO RESPECTIVE DETAIL OBJECT CODES ENTERED IN THE PRECEDING FIELDS. ADDITIONALLY, TWO OR THREE AMOUNTS CORRESPONDING TO TWO OR THREE DIFFERENT DETAIL OBJECT CODES MAY ALSO RELATE TO TWO OR THREE OBLIGATIONS LISTED IN THE FIELDS FOLLOWING.
	B			MUST BE BLANK ON DELETE
R	R	OBLIG:...OBLIG:	10	FROM ONE TO THREE ALPHA/NUMERIC OBLIGATIONS WHOSE CORRESPONDING AMOUNTS ARE LISTED IN THE IMMEDIATELY PRECEDING FIELDS.
O	O			OPTIONALLY MUST BE BLANK IF OBLIGATION IS NOT REQUIRED AND AN ENCUMBRANCE NUMBER IS ENTERED IN A FOLLOWING FIELD

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	F/P:	1	FINAL/PARTIAL VOUCHER INDICATOR ("F" OR "P") NOTE THAT THE F/P INDICATOR MUST NOT BE BLANK ON DELETE
R/B	R/B	ENCUM:	10	OPTIONAL ENCUMBRANCE NUMBER ENTERED IF TRANSACTION IS NOT REQUIRED TO BE OBLIGATED AN OBLIGATION OR AN ENCUMBRANCE MAY BE ENTERED BUT NOT BOTH IN THE SAME TRANSACTION
R	R	PROJ FY:	2	PROJECT FISCAL YEAR MAY BE DIFFERENT FROM CUSAS FISCAL YEAR
R	R	PROJECT NUMBER:	4	AGENCY DETERMINED NUMBER GREATER THAN ZERO
R	R	DEPARTMENT:	4	AGENCY DETERMINED NUMBER GREATER THAN ZERO. IF ONE OR MORE MULTI DEPARTMENTS ARE REFERENCED, "DEPARTMENT" MUST BE "9999", AND A PROJECT ASSOCIATED WITH THE VOUCHER WITH A DEPARTMENT/LINE RECORD OF "9999/0000" MUST EXIST
O	B	DEPT DIST% IND:	1	"%" INDICATES PERCENTAGE DISTRIBUTION OF THE VOUCHER AMOUNT TO THE MULTI DEPARTMENTS LISTED IN THE FIELDS WITH MULTIPLE AMOUNTS SPECIFYING PERCENTAGE AMOUNTS EXPRESSED AS 00.00% - 99.99%. WHEN ENTERING PERCENTAGE AMOUNTS, OMIT DECIMAL POINTS. THE PROGRAM WILL CALCULATE AMOUNTS TO BE DISTRIBUTED TO VARIOUS DEPARTMENTS AND DISPLAY THE RESULTS AFTER THE VOUCHER HAS BEEN ENTERED. MUST BE BLANK ON DELETE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	DEPT NO:...DEPT NO:	4	FROM ONE TO FIVE DEPARTMENTS
R		AMOUNT:...AMOUNT:	11	FROM ONE TO FIVE DEPARTMENT AMOUNTS CORRESPONDING TO THE PREVIOUS DEPARTMENT NUMBER FIELDS ENTERED.
	B			ONLY ONE DETAIL OBJECT CODE MAY BE ENTERED FROM A VOUCHER IF IT HAS MORE THAN ONE DEPARTMENT MUST BE BLANK ON DELETE
B	B	AC/PAY INV NO:		MUST BE BLANK
B	B	INV DATE:		MUST BE BLANK
O		REF DOC NO:		OPTIONAL INFORMATION POSTED TO THE VOUCHER RECORD. MAY BE DISPLAYED ON CERTAIN BATCH REPORTS, AND AVAILABLE TO EXTRACT TAPES.
	O			NOT TESTED ON DELETE

TRAN CODE 12

POST A PROJECT VOUCHER WITH ACCOUNTS PAYABLE DETAIL

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
D - DELETE RECORD

R - REQUIRED
B - MUST BE BLANK
O - OPTIONAL OR NOT TESTED

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	TRANS REQUEST CODE:	2	"12"
R	R	MODE:	1	"T" - FOR "TRANSACTION"
R	R	TASK:	1	"A" - FOR ADD RECORD "D" - FOR DELETE RECORD
R	R	TYPE:	2	"DR" FOR DEBIT "DM" FOR DEBIT MEMO "CR" FOR CREDIT VOUCHER OR CASH RECEIPT, RESTORING PROJECT FUNDS "RF" FOR REFUND, RESTORING PROJECT FUNDS "CM" FOR CREDIT MEMO, RESTORING PROJECT FUNDS
R	R	FY:	2	CURRENT FISCAL YEAR
R	R	PSWD:	8	AGENCY DETERMINED SECURITY CODE
R	R	OPERID:	3	OPERATOR'S ASSIGNED IDENTIFICATION
R	R	AGCY-CD:	2	AGENCY'S ASSIGNED ALPHA CODE IDENTIFICATION
R	R	FEIN:	16	FEDERAL EMPLOYER'S IDENTIFICATION NUMBER

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		FEIN EDIT OVERRIDE:		NORMALLY LEFT BLANK AS THIS IS AN AGENCY DETERMINED OPTION STORED IN THE PROGRAM. THE AGENCY MAY OR MAY NOT REQUIRE CHECKING THE VENDOR DATA BASE FOR A VALID VENDOR RECORD TO OVERRIDE THE PROGRAM INSERTING A "Y" OR "N" WILL CHANGE THE USUAL PROGRAMMED CHOICE AS FOLLOWS
O			1	"Y" - PROGRAM IS TO CHECK VENDOR DATA BASE FOR PRESENCE OF A VALID FEIN RECORD, FOR THIS VOUCHER, REJECTING THE TRANSACTION IF ABSENT
O				"N" - VENDOR DATA BASE IS NOT TO BE CHECKED FOR PRESENCE OF A VALID VENDOR RECORD
	O			NOT CHECKED FOR DELETE
R	R	VCHR:	8	FOUR ALPHA/NUMERIC AND FOUR NUMERIC CHARACTERS COMPRISING THE VOUCHER NUMBER
R	R	DATE:	6	VALID ENTRY DATE MM/DD/YY
B	B	FUND:		MUST BE BLANK
R	R	AGCY:	3	VALID AGENCY GREATER THAN ZERO. MAY BE OTHER THAN AGENCY RESPONSIBLE FOR POSTING THE VOUCHER AS APPROPRIATE
O	O	DIV:	2	OPTIONAL; REQUIRED FOR AGENCIES USING DIVISION IDENTIFICATION FOR SECURITY PURPOSES
R	R	LINE:	4	VALID MAJOR OBJECT CODE; IF NON-CUSAS PROCESSING MAY BE 0001 TO 0999
B	B	SQ/TP:		MUST BE BLANK
R	R	BATCH:	8	TWO DIGIT CALENDAR YEAR, THREE DIGIT JULIAN DATE AND THREE DIGITS, USERS CHOICE FROM 000 TO 999 SHOULD NOT BE EARLIER THAN THE PAST TEN BUSINESS DAYS

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R		AMOUNT:	11	ENTER DOLLAR AMOUNT AND STRIKE "ERASE EOF" KEY, DEPRESS LEFT FIELD MARK KEY TO SKIP TO DESCRIPTION FIELD. THIS WILL LEFT ZERO FILL THE AMOUNT FIELD.
	O			NOT TESTED FOR DELETE
R		DESCR:	30	USER'S VOUCHER DESCRIPTION OR VENDOR NAME
	O			NOT CHECKED FOR DELETE
O		VCHR/SEQ:	4	NOT CHECKED ON ADD TRANSACTION; FIELD DEFAULTS TO "0001"
	O			NOT CHECKED ON DELETE TRANSACTION "DR" OR "DM"
	R			APPLICABLE VOUCHER SEQUENCE NUMBER FOR A REFUND ("RF") OR FOR A CREDIT MEMO ("CM")
R		DOC:	4	VALID DETAIL OBJECT CODE INCLUDING 0001 - 0999 IF NON-CUSAS USAGE AND MAJOR OBJECT IS 0001 - 0999.
				MUST BE "0000" IF MULTIPLE DETAIL OBJECT CODES ARE PRESENT
	O			NOT CHECKED ON DELETE
B	B	SUBA:		MUST BE BLANK
B		DOC:...DOC:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE
R			4	FOR MORE THAN ONE DETAIL OBJECT CODE WHEN SINGLE DETAIL OBJECT CODE FIELD ABOVE CONTAINS "0000"
				FROM TWO TO FIVE MULTIPLE DETAIL OBJECT CODES VALID FOR A SINGLE VOUCHER
				A PROJECT HAVING MULTIPLE DETAIL OBJECT CODES MAY NOT HAVE MORE THAN ONE DEPARTMENT ON A VOUCHER
	O			NOT CHECKED ON DELETE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		AMOUNT:...AMOUNT:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE
R			11	FROM TWO TO FIVE MULTIPLE AMOUNTS CORRESPONDING TO RESPECTIVE DETAIL OBJECT CODES ENTERED IN THE PRECEDING FIELDS.
	B			MUST BE BLANK ON DELETE
B	B	OBLIG:...OBLIG:		MUST BE BLANK
B	B	F/P:		MUST BE BLANK
B	B	ENCUM:		MUST BE BLANK
R	R	PROJ FY:	2	PROJECT FISCAL YEAR MAY BE DIFFERENT FROM CUSAS FISCAL YEAR
R	R	PROJECT NUMBER:	4	AGENCY DETERMINED NUMBER GREATER THAN ZERO
R	R	DEPARTMENT:	4	AGENCY DETERMINED NUMBER GREATER THAN ZERO. IF ONE OR MORE MULTI DEPARTMENTS ARE REFERENCED, "DEPARTMENT" MUST BE "9999", AND A PROJECT ASSOCIATED WITH THE VOUCHER WITH A DEPARTMENT/LINE RECORD OF "9999/0000" MUST EXIST
O		DEPT DIST% IND:	1	"%" INDICATES PERCENTAGE DISTRIBUTION OF THE VOUCHER AMOUNT TO THE MULTI DEPARTMENTS LISTED IN THE FIELDS WITH MULTIPLE AMOUNTS SPECIFYING PERCENTAGE AMOUNTS EXPRESSED AS 00.00% - 99.99%. WHEN ENTERING PERCENTAGE AMOUNTS, OMIT DECIMAL POINTS. THE PROGRAM WILL CALCULATE AMOUNTS TO BE DISTRIBUTED TO VARIOUS DEPARTMENTS AND DISPLAY THE RESULTS AFTER THE VOUCHER HAS BEEN ENTERED.
	B			MUST BE BLANK ON DELETE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	DEPT NO:...DEPT NO:	4	FROM ONE TO FIVE DEPARTMENTS
R	 B	AMOUNT:...AMOUNT:	11	FROM ONE TO FIVE DEPARTMENT AMOUNTS CORRESPONDING TO THE PREVIOUS DEPARTMENT NUMBER FIELDS ENTERED. ONLY ONE DETAIL OBJECT CODE MAY BE ENTERED FROM A VOUCHER IF IT HAS MORE THAN ONE DEPARTMENT MUST BE BLANK ON DELETE
R	R	AC/PAY INV NO:	10	ACCOUNTS PAYABLE INVOICE NUMBER, ALPHA/NUMERIC NON-SPACE AND NON-ZERO
R	R	INV DATE:	6	VALID DATE - MM/DD/YY
O	 R	REF DOC NO:	10	OPTIONAL REFERENCE TO ACCOUNTS PAYABLE; SPACES ARE ACCEPTABLE ON DELETE, IF REF DOC NO WAS PRESENT IN THE ORIGINAL ENTRY IT MUST BE PRESENT FOR DELETE. SPACES ARE VALID WHEN ORIGINALLY PRESENT.

TRAN CODE 11

POST A VOUCHER WITH A PROJECT VOUCHER

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
D - DELETE RECORD

R - REQUIRED
B - MUST BE BLANK
O - OPTIONAL OR NOT TESTED

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	TRANS REQUEST CODE:	2	"11"
R	R	MODE:	1	"T" - FOR "TRANSACTION"
R	R	TASK:	1	"A" - FOR ADD RECORD "D" - FOR DELETE RECORD
R	R	TYPE:	2	"DR" FOR DEBIT "DM" FOR DEBIT MEMO EACH OF THE FOLLOWING TYPES WILL RESTORE THE AMOUNT OF THE TRANS-ACTION TO THE APPROPRIATION AND PROJECT BALANCES "CR" FOR CREDIT VOUCHER "RF" FOR REFUND "CM" FOR CREDIT MEMO,
R	R	FY:	2	CURRENT FISCAL YEAR
R	R	PSWD:	8	AGENCY DETERMINED SECURITY CODE
R	R	OPERID:	3	OPERATOR'S ASSIGNED IDENTIFICATION
R	R	AGCY-CD:	2	AGENCY'S ASSIGNED ALPHA CODE IDEN-TIFICATION
R	R	FEIN:	16	FEDERAL EMPLOYER'S IDENTIFICATION NUMBER

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		FEIN EDIT OVERRIDE:		NORMALLY LEFT BLANK AS THIS IS AN AGENCY DETERMINED OPTION STORED IN THE PROGRAM. THE AGENCY MAY OR MAY NOT REQUIRE CHECKING THE VENDOR DATA BASE FOR A VALID VENDOR RECORD TO OVERRIDE THE PROGRAM INSERTING A "Y" OR "N" WILL CHANGE THE USUAL PROGRAMMED CHOICE AS FOLLOWS
O			1	"Y" - PROGRAM IS TO CHECK VENDOR DATA BASE FOR PRESENCE OF A VALID FEIN RECORD, FOR THIS VOUCHER, REJECTING THE TRANSACTION IF ABSENT
O				"N" - VENDOR DATA BASE IS NOT TO BE CHECKED FOR PRESENCE OF A VALID VENDOR RECORD
	O			NOT CHECKED FOR DELETE
R	R	VCHR:	8	FOUR ALPHA/NUMERIC AND FOUR NUMERIC CHARACTERS COMPRISING THE VOUCHER NUMBER
R	R	DATE:	6	VALID INVOICE/VOUCHER DATE MM/DD/YY
R	R	FUND:	3	VALID FUND GREATER THAN ZERO
R	R	AGCY:	3	VALID AGENCY GREATER THAN ZERO. MAY BE OTHER THAN AGENCY RESPONSIBLE FOR POSTING THE VOUCHER AS APPROPRIATE
R	R	DIV:	2	VALID DIVISION NUMBER GREATER THAN ZERO
R	R	LINE:	4	VALID MAJOR OBJECT CODE; IF NON-CU-SAS PROCESSING MAY BE 0001 TO 0999
R	R	SQ/TP:	4	VALID SEQUENCE TYPE CODE
R	R	BATCH:	8	TWO DIGIT CALENDAR YEAR, THREE DIGIT JULIAN DATE AND THREE DIGITS, USERS CHOICE FROM 000 TO 999 SHOULD NOT BE EARLIER THAN THE PAST TEN BUSINESS DAYS

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R		AMOUNT:	11	ENTER DOLLAR AMOUNT AND STRIKE "ERASE EOF" KEY, DEPRESS LEFT FIELD MARK KEY TO SKIP TO DESCRIPTION FIELD. THIS WILL LEFT ZERO FILL THE AMOUNT FIELD.
	O			NOT CHECKED ON DELETE
R		DESCR:	30	USER'S VOUCHER DESCRIPTION OR VENDOR NAME
	O			NOT CHECKED FOR DELETE
O		VCHR/SEQ:	4	NOT CHECKED ON ADD TRANSACTION; FIELD DEFAULTS TO "0001"
	O			NOT CHECKED ON DELETE TRANSACTION "DR" OR "DM"
	R			APPLICABLE VOUCHER SEQUENCE NUMBER FOR A REFUND ("RF"), CREDIT VOUCHER ("CR") OR FOR A CREDIT MEMO ("CM")
R		DOC:	4	VALID DETAIL OBJECT CODE INCLUDING 0001 - 0999 IF NON-CUSAS USAGE AND MAJOR OBJECT IS 0001 - 0999.
				MUST BE "0000" IF MULTIPLE DETAIL OBJECT CODES ARE PRESENT
	O			NOT CHECKED ON DELETE
R	R	SUBA:	4	VALID NUMBER INCLUDING '0000'

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		DOC:...DOC:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE
R			4	FOR MORE THAN ONE DETAIL OBJECT CODE WHEN SINGLE DETAIL OBJECT CODE FIELD ABOVE CONTAINS "0000" FROM TWO TO FIVE MULTIPLE DETAIL OBJECT CODES VALID FOR A SINGLE VOUCHER A PROJECT HAVING MULTIPLE DETAIL OBJECT CODES MAY NOT HAVE MORE THAN ONE DEPARTMENT ON A VOUCHER
	O			NOT CHECKED ON DELETE
B		AMOUNT:...AMOUNT:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE
R			11	FROM TWO TO FIVE MULTIPLE AMOUNTS CORRESPONDING TO RESPECTIVE DETAIL OBJECT CODES ENTERED IN THE PRECEDING FIELDS.
	B			MUST BE BLANK ON DELETE
B	B	OBLIG:...OBLIG:		MUST BE BLANK
R	R	F/P:		MUST BE "F" OR "P" NOTE THAT THE F/P INDICATOR MUST NOT BE BLANK ON DELETE
B	B	ENCUM:		MUST BE BLANK

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	PROJ FY:	2	PROJECT FISCAL YEAR MAY BE DIFFERENT FROM CUSAS FISCAL YEAR
R	R	PROJECT NUMBER:	4	AGENCY DETERMINED NUMBER GREATER THAN ZERO
R	R	DEPARTMENT:	4	AGENCY DETERMINED NUMBER GREATER THAN ZERO. IF ONE OR MORE MULTI DEPARTMENTS ARE REFERENCED, "DEPARTMENT" MUST BE "9999", AND A PROJECT ASSOCIATED WITH THE VOUCHER WITH A DEPARTMENT/LINE RECORD OF "9999/0000" MUST EXIST
O		DEPT DIST% IND:	1	"%" INDICATES PERCENTAGE DISTRIBUTION OF THE VOUCHER AMOUNT TO THE MULTI DEPARTMENTS LISTED IN THE FIELDS WITH MULTIPLE AMOUNTS SPECIFYING PERCENTAGE AMOUNTS EXPRESSED AS 00.00% - 99.99%. WHEN ENTERING PERCENTAGE AMOUNTS, OMIT DECIMAL POINTS. THE PROGRAM WILL CALCULATE AMOUNTS TO BE DISTRIBUTED TO VARIOUS DEPARTMENTS AND DISPLAY THE RESULTS AFTER THE VOUCHER HAS BEEN ENTERED.
	B			MUST BE BLANK ON DELETE
R	R	DEPT NO:...DEPT NO:	4	FROM ONE TO FIVE DEPARTMENTS
R		AMOUNT:...AMOUNT:	11	FROM ONE TO FIVE DEPARTMENT AMOUNTS CORRESPONDING TO THE PREVIOUS DEPARTMENT NUMBER FIELDS ENTERED. ONLY ONE DETAIL OBJECT CODE MAY BE ENTERED FROM A VOUCHER IF IT HAS MORE THAN ONE DEPARTMENT
	B			MUST BE BLANK ON DELETE
B	B	AC/PAY INV NO:		MUST BE BLANK
B	B	INV DATE:		MUST BE BLANK
O	O	REF DOC NO:	10	OPTIONAL REFERENCE TO THE VOUCHER; MAY APPEAR ON CERTAIN REPORTS, AND WILL BE AVAILABLE TO EXTRACT TAPES

TRAN CODE 10

POST VOUCHER/PROJECT VOUCHER WITH ACCOUNTS PAYABLE DETAIL

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
D - DELETE RECORD

R - REQUIRED
B - MUST BE BLANK
O - OPTIONAL OR NOT TESTED

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	TRANS REQUEST CODE:	2	"10"
R	R	MODE:	1	"T" - FOR "TRANSACTION"
R	R	TASK:	1	"A" - FOR ADD RECORD "D" - FOR DELETE RECORD
R	R	TYPE:	2	"DR" FOR DEBIT "DM" FOR DEBIT MEMO EACH OF THE FOLLOWING TYPES WILL RESTORE THE AMOUNT OF THE TRANSACTION TO THE APPROPRIATION AND PROJECT BALANCES "CR" FOR CREDIT VOUCHER "RF" FOR REFUND "CM" FOR CREDIT MEMO,
R	R	FY:	2	CURRENT FISCAL YEAR
R	R	PSWD:	8	AGENCY DETERMINED SECURITY CODE
R	R	OPERID:	3	OPERATOR'S ASSIGNED IDENTIFICATION
R	R	AGCY-CD:	2	AGENCY'S ASSIGNED ALPHA CODE IDENTIFICATION
R	R	FEIN:	16	FEDERAL EMPLOYER'S IDENTIFICATION NUMBER

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		FEIN EDIT OVERRIDE:		NORMALLY LEFT BLANK AS THIS IS AN AGENCY DETERMINED OPTION STORED IN THE PROGRAM. THE AGENCY MAY OR MAY NOT REQUIRE CHECKING THE VENDOR DATA BASE FOR A VALID VENDOR RECORD TO OVERRIDE THE PROGRAM INSERTING A "Y" OR "N" WILL CHANGE THE USUAL PROGRAMMED CHOICE AS FOLLOWS
O			1	"Y" - PROGRAM IS TO CHECK VENDOR DATA BASE FOR PRESENCE OF A VALID FEIN RECORD, FOR THIS VOUCHER, REJECTING THE TRANSACTION IF ABSENT
O				"N" - VENDOR DATA BASE IS NOT TO BE CHECKED FOR PRESENCE OF A VALID VENDOR RECORD
	O			NOT CHECKED FOR DELETE
R	R	VCHR:	8	FOUR ALPHA/NUMERIC AND FOUR NUMERIC CHARACTERS COMPRISING THE VOUCHER NUMBER
R	R	DATE:	6	VALID INVOICE/VOUCHER DATE MM/DD/YY
R	R	FUND:	3	VALID FUND GREATER THAN ZERO
R	R	AGCY:	3	VALID AGENCY GREATER THAN ZERO. MAY BE OTHER THAN AGENCY RESPONSIBLE FOR POSTING THE VOUCHER AS APPROPRIATE
R	R	DIV:	2	VALID DIVISION NUMBER GREATER THAN ZERO
R	R	LINE:	4	VALID MAJOR OBJECT CODE; IF NON-CUSAS PROCESSING MAY BE 0001 TO 0999
R	R	SQ/TP:	4	VALID SEQUENCE TYPE CODE
R	R	BATCH:	8	TWO DIGIT CALENDAR YEAR, THREE DIGIT JULIAN DATE AND THREE DIGITS, USERS CHOICE FROM 000 TO 999 SHOULD NOT BE EARLIER THAN THE PAST TEN BUSINESS DAYS

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R		AMOUNT:	11	ENTER DOLLAR AMOUNT AND STRIKE "ERASE EOF" KEY, DEPRESS LEFT FIELD MARK KEY TO SKIP TO DESCRIPTION FIELD. THIS WILL LEFT ZERO FILL THE AMOUNT FIELD.
	O			NOT CHECKED ON DELETE
R		DESCR:	30	USER'S VOUCHER DESCRIPTION OR VENDOR NAME
	O			NOT CHECKED FOR DELETE
O		VCHR/SEQ:	4	NOT CHECKED ON ADD TRANSACTION; FIELD DEFAULTS TO "0001"
	O			NOT CHECKED ON DELETE TRANSACTION "DR" OR "DM"
	R			APPLICABLE VOUCHER SEQUENCE NUMBER FOR A REFUND ("RF") OR FOR A CREDIT MEMO ("CM")
R	R	DOC:	4	VALID DETAIL OBJECT CODE INCLUDING 0001 - 0999 IF NON-CUSAS USAGE AND MAJOR OBJECT IS 0001 - 0999.
				MUST BE "0000" IF MULTIPLE DETAIL OBJECT CODES ARE PRESENT
R	R	SUBA:	4	VALID NUMBER INCLUDING '0000'
B		DOC:...DOC:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE
R			4	FOR MORE THAN ONE DETAIL OBJECT CODE WHEN SINGLE DETAIL OBJECT CODE FIELD ABOVE CONTAINS "0000"
				FROM TWO TO FIVE MULTIPLE DETAIL OBJECT CODES VALID FOR A SINGLE VOUCHER
				A PROJECT HAVING MULTIPLE DETAIL OBJECT CODES MAY NOT HAVE MORE THAN ONE DEPARTMENT ON A VOUCHER
	O			NOT CHECKED ON DELETE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		AMOUNT:...AMOUNT:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE PRESENT
R			11	FROM TWO TO FIVE MULTIPLE AMOUNTS CORRESPONDING TO RESPECTIVE DETAIL OBJECT CODES ENTERED IN THE PRECEDING FIELDS.
	B			MUST BE BLANK ON DELETE
B		OBLIG:...OBLIG:		MUST BE BLANK
B	B	F/P:		MUST BE BLANK ON ADD OR DELETE
B	B	ENCUM:		MUST BE BLANK
R	R	PROJ FY:	2	PROJECT FISCAL YEAR MAY BE DIFFERENT FROM CUSAS FISCAL YEAR
R	R	PROJECT NUMBER:	4	AGENCY DETERMINED NUMBER GREATER THAN ZERO
R	R	DEPARTMENT:	4	AGENCY DETERMINED NUMBER GREATER THAN ZERO. IF ONE OR MORE MULTI DEPARTMENTS ARE REFERENCED, "DEPARTMENT" MUST BE "9999", AND A PROJECT ASSOCIATED WITH THE VOUCHER WITH A DEPARTMENT/LINE RECORD OF "9999/0000" MUST EXIST
O		DEPT DIST% IND:	1	"%" INDICATES PERCENTAGE DISTRIBUTION OF THE VOUCHER AMOUNT TO THE MULTI DEPARTMENTS LISTED IN THE FIELDS WITH MULTIPLE AMOUNTS SPECIFYING PERCENTAGE AMOUNTS EXPRESSED AS 00.00% - 99.99%. WHEN ENTERING PERCENTAGE AMOUNTS, OMIT DECIMAL POINTS. THE PROGRAM WILL CALCULATE AMOUNTS TO BE DISTRIBUTED TO VARIOUS DEPARTMENTS AND DISPLAY THE RESULTS AFTER THE VOUCHER HAS BEEN ENTERED.
	B			MUST BE BLANK ON DELETE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	DEPT NO:...DEPT NO:	4	FROM ONE TO FIVE DEPARTMENTS
R		AMOUNT:...AMOUNT:	11	FROM ONE TO FIVE DEPARTMENT AMOUNTS CORRESPONDING TO THE PREVIOUS DEPARTMENT NUMBER FIELDS ENTERED. ONLY ONE DETAIL OBJECT CODE MAY BE ENTERED FROM A VOUCHER IF IT HAS MORE THAN ONE DEPARTMENT
	B			MUST BE BLANK ON DELETE
R	R	AC/PAY INV NO:	10	ACCOUNTS PAYABLE INVOICE NUMBER, ALPHA/NUMERIC NON-SPACE AND NON-ZERO
R	R	INV DATE:	6	VALID DATE - MM/DD/YY
O		REF DOC NO:	10	OPTIONAL REFERENCE TO ACCOUNTS PAYABLE; SPACES ARE ACCEPTABLE
	R			ON DELETE, IF REF DOC NO WAS PRESENT IN THE ORIGINAL ENTRY IT MUST BE PRESENT FOR DELETE. SPACES ARE VALID WHEN ORIGINALLY PRESENT.

TRAN CODE 09

POST A VOUCHER WITH AN OBLIGATION OR AN ENCUMBRANCE REFERENCE

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
D - DELETE RECORD

R - REQUIRED
B - MUST BE BLANK
O - OPTIONAL OR NOT TESTED

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	TRANS REQUEST CODE:	2	"09"
R	R	MODE:	1	"T" - FOR "TRANSACTION"
R	R	TASK:	1	"A" - FOR ADD RECORD "D" - FOR DELETE RECORD
R	R	TYPE:	2	"DR" FOR DEBIT "DM" FOR DEBIT MEMO "CR" A CREDIT IS NOT ALLOWED. TO RESTORE THE AMOUNT OF THE CREDIT TO THE APPROPRIATION WITHOUT RE-OBLIGATING, USE TRAN CODE 07 "RF" FOR REFUND RE-OBLIGATING AN OBLIGATION AND RESTORING THE AMOUNT OF THE REFUND TO THE APPROPRIATION "CM" FOR CREDIT MEMO, AN ADJUSTMENT RE-OBLIGATING AN OBLIGATION AND RESTORING THE AMOUNT OF THE CREDIT MEMO TO THE APPROPRIATION
R	R	FY:	2	CURRENT FISCAL YEAR
R	R	PSWD:	8	AGENCY DETERMINED SECURITY CODE
R	R	OPERID:	3	OPERATOR'S ASSIGNED IDENTIFICATION
R	R	AGCY-CD:	2	AGENCY'S ASSIGNED ALPHA CODE IDENTIFICATION
R	R	FEIN:	16	FEDERAL EMPLOYER'S IDENTIFICATION NUMBER

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		FEIN EDIT OVERRIDE:		NORMALLY LEFT BLANK AS THIS IS AN AGENCY DETERMINED OPTION STORED IN THE PROGRAM. THE AGENCY MAY OR MAY NOT REQUIRE CHECKING THE VENDOR DATA BASE FOR A VALID VENDOR RECORD TO OVERRIDE THE PROGRAM INSERTING A "Y" OR "N" WILL CHANGE THE USUAL PROGRAMMED CHOICE AS FOLLOWS
O			1	"Y" - PROGRAM IS TO CHECK VENDOR DATA BASE FOR PRESENCE OF A VALID FEIN RECORD, FOR THIS VOUCHER, REJECTING THE TRANSACTION IF ABSENT
O				"N" - VENDOR DATA BASE IS NOT TO BE CHECKED FOR PRESENCE OF A VALID VENDOR RECORD
	O			NOT CHECKED FOR DELETE
R	R	VCHR:	8	FOUR ALPHA/NUMERIC AND FOUR NUMERIC CHARACTERS COMPRISING THE VOUCHER NUMBER
R	R	DATE:	6	VALID INVOICE/VOUCHER DATE MM/DD/YY
R	R	FUND:	3	VALID FUND GREATER THAN ZERO
R	R	AGCY:	3	VALID AGENCY GREATER THAN ZERO. MAY BE OTHER THAN AGENCY RESPONSIBLE FOR POSTING THE VOUCHER AS APPROPRIATE
R	R	DIV:	2	VALID DIVISION NUMBER GREATER THAN ZERO
R	R	LINE:	4	VALID MAJOR OBJECT CODE; IF NON-CU-SAS PROCESSING MAY BE 0001 TO 0999
R	R	SQ/TP:	4	VALID SEQUENCE TYPE CODE
R	R	BATCH:	8	TWO DIGIT CALENDAR YEAR, THREE DIGIT JULIAN DATE AND THREE DIGITS, USERS CHOICE FROM 000 TO 999 SHOULD NOT BE EARLIER THAN THE PAST TEN BUSINESS DAYS

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R		AMOUNT:	11	ENTER DOLLAR AMOUNT AND STRIKE "ERASE EOF" KEY, DEPRESS LEFT FIELD MARK KEY TO SKIP TO DESCRIPTION FIELD. THIS WILL LEFT ZERO FILL THE AMOUNT FIELD.
	B			MUST BE BLANK FOR DELETE
R		DESCR:	30	USER'S VOUCHER DESCRIPTION OR VENDOR NAME
	O			NOT CHECKED FOR DELETE
O		VCHR/SEQ:	4	NOT CHECKED ON ADD TRANSACTION; FIELD DEFAULTS TO "0001"
	O			NOT CHECKED ON DELETE TRANSACTION "DR" OR "DM"
	R			APPLICABLE VOUCHER SEQUENCE NUMBER FOR A REFUND ("RF") FOR A CREDIT VOUCHER ("CR") OR FOR A CREDIT MEMO ("CM")
R		DOC:	4	VALID DETAIL OBJECT CODE INCLUDING 0001 - 0999 IF NON-CUSAS USAGE AND MAJOR OBJECT IS 0001 - 0999.
				MUST BE "0000" IF MULTIPLE DETAIL OBJECT CODES ARE PRESENT
	O			NOT CHECKED ON DELETE
R	R	SUBA:	4	VALID NUMBER INCLUDING '0000'
B		DOC:...DOC:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE
R			4	FOR MORE THAN ONE DETAIL OBJECT CODE WHEN SINGLE DETAIL OBJECT CODE FIELD ABOVE CONTAINS "0000"
				FROM TWO TO FIVE MULTIPLE DETAIL OBJECT CODES VALID FOR A SINGLE VOUCHER
	O			NOT CHECKED ON DELETE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		AMOUNT:...AMOUNT:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE OR ONE OBLIGATION PRESENT
R			11	FROM TWO TO FIVE MULTIPLE AMOUNTS CORRESPONDING TO RESPECTIVE DETAIL OBJECT CODES ENTERED IN THE PRECEDING FIELDS. ADDITIONALLY, TWO OR THREE AMOUNTS CORRESPONDING TO TWO OR THREE DIFFERENT DETAIL OBJECT CODES MAY ALSO RELATE TO TWO OR THREE OBLIGATIONS LISTED IN THE FIELDS FOLLOWING.
	B			MUST BE BLANK ON DELETE
R	R	OBLIG:...OBLIG:	10	FROM ONE TO THREE ALPHA/NUMERIC OBLIGATIONS WHOSE CORRESPONDING AMOUNTS ARE LISTED IN THE IMMEDIATELY PRECEDING FIELDS.
O	O			OPTIONALLY MUST BE BLANK IF OBLIGATION IS NOT REQUIRED AND AN ENCUMBRANCE NUMBER IS ENTERED IN A FOLLOWING FIELD
R	R	F/P:	1	FINAL/PARTIAL VOUCHER INDICATOR ("F" OR "P") NOTE THAT THE F/P INDICATOR MUST NOT BE BLANK ON DELETE
R/B	R/B	ENCUM:	10	OPTIONAL ENCUMBRANCE NUMBER ENTERED IF TRANSACTION IS NOT REQUIRED TO BE OBLIGATED AN OBLIGATION OR AN ENCUMBRANCE MAY BE ENTERED BUT NOT BOTH IN THE SAME TRANSACTION

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B	B	PROJ FY:		MUST BE BLANK
B	B	PROJECT NUMBER:		MUST BE BLANK
B	B	DEPARTMENT:		MUST BE BLANK
B	B	DEPT DIST% IND:		MUST BE BLANK
B	B	DEPT NO:...DEPT NO:		MUST BE BLANK
B	B	AMOUNT:...AMOUNT:		MUST BE BLANK
B	B	AC/PAY INV NO:		MUST BE BLANK
B	B	INV DATE:		MUST BE BLANK
O	 O	REF DOC NO:	10	OPTIONAL INFORMATION POSTED TO THE VOUCHER RECORD. MAY BE DISPLAYED ON CERTAIN BATCH REPORTS, AND AVAILABLE TO EXTRACT TAPES. NOT CHECKED ON DELETE

TRAN CODE 07

POST OR INQUIRE A VOUCHER

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
D - DELETE RECORD
I - INQUIRE RECORD

R - REQUIRED
B - MUST BE BLANK
O - OPTIONAL OR NOT TESTED

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	R	TRANS REQUEST CODE:	2	"07"
R	R R		MODE:	1	"T" - FOR "TRANSACTION" "I" - FOR "INQUIRY"
R	 R O		TASK:	1	"A" - FOR ADD RECORD "D" - FOR DELETE RECORD NOT REQUIRED FOR INQUIRY
R	R	R	TYPE:		"DR" - DEBIT "DM" - DEBIT MEMO "CR" - CREDIT "CM" - CREDIT MEMO "RF" - REFUND ON AN INQUIRY EITHER "DR" OR "CR" WILL SUFFICE TO IDENTIFY A SPECIFIC VOUCHER OR CREDIT VOUCHER. IN THE CASE OF A CREDIT, THE TYPE INDICATOR AS ORIGINALLY ENTERED WILL BE DISPLAYED
R	R	R	FY:	2	CURRENT FISCAL YEAR
R	R	R	PSWD:	8	AGENCY DETERMINED SECURITY CODE
R	R	R	OPERID:	3	OPERATOR'S ASSIGNED IDENTIFICATION
R	R	R	AGCY-CD:	2	AGENCY'S ASSIGNED ALPHA CODE IDENTIFICATION

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	O	FEIN:	16	FEDERAL EMPLOYER'S IDENTIFICATION NUMBER WILL BE DISPLAYED UPON INQUIRY
B	O	O	FEIN EDIT OVERRIDE:	1	NORMALLY LEFT BLANK AS THIS IS AN AGENCY DETERMINED OPTION STORED IN THE PROGRAM. THE AGENCY MAY OR MAY NOT REQUIRE CHECKING THE VENDOR DATA BASE FOR A VALID VENDOR RECORD TO OVERRIDE THE PROGRAM INSERTION OF A "Y" OR "N" WILL CHANGE THE USUAL PROGRAMMED CHOICE AS FOLLOWS "Y" - PROGRAM IS TO CHECK VENDOR DATA BASE FOR PRESENCE OF A VALID FEIN RECORD, FOR THIS VOUCHER, REJECTING THE TRANSACTION IF ABSENT "N" - VENDOR DATA BASE IS NOT TO BE CHECKED FOR PRESENCE OF A VALID VENDOR RECORD NOT CHECKED FOR DELETE NOT CHECKED ON INQUIRY
R	R	R	VCHR:	8	FOUR ALPHA/NUMERIC AND FOUR NUMERIC CHARACTERS COMPRISING THE VOUCHER NUMBER
R	R	O	DATE:	6	VALID INVOICE-VOUCHER DATE MM/DD/YY WILL BE DISPLAYED ON INQUIRY
R	R	R	FUND:	3	VALID FUND GREATER THAN ZERO
R	R	R	AGCY:	3	VALID AGENCY GREATER THAN ZERO. MAY BE OTHER THAN AGENCY RESPONSIBLE FOR POSTING THE VOUCHER AS APPROPRIATE

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	R	DIV:	2	VALID DIVISION NUMBER GREATER THAN ZERO
R	R	R	LINE:	4	VALID MAJOR OBJECT CODE; IF NON-CUSAS PROCESSING MAY BE 0001 TO 0999
R	R	R	SQ/TP:	4	VALID SQUENCE TYPE CODE
R	R		BATCH:	8	TWO DIGIT CALENDAR YEAR, THREE DIGIT JULIAN DATE AND THREE DIGITS, USERS CHOICE FROM 000 TO 999 SHOULD NOT BE EARLIER THAN THE PAST TEN BUSINESS DAYS
		O			DISPLAYS ZERO'S ON INQUIRY OR BATCH NUMBER IF WITHIN PAST TEN BUSINESS DAYS
R			AMOUNT:	11	ENTER DOLLAR AMOUNT AND STRIKE "ERASE EOF" KEY, DEPRESS LEFT FIELD MARK KEY TO SKIP TO DESCRIPTION FIELD. THIS WILL LEFT ZERO FILL THE AMOUNT FIELD.
	O				NOT CHECKED ON DELETE
		O			WILL BE DISPLAYED ON INQUIRY
R			DESCR:	30	USER'S VOUCHER DESCRIPTION OR VENDOR NAME
	O				NOT CHECKED FOR DELETE
		O			WILL BE DISPLAYED ON INQUIRY

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
O			VCHR/SEQ:	4	NOT CHECKED ON ADD TRANSACTION; FIELD DEFAULTS TO "0001"
	O				NOT CHECKED ON DELETE TRANSACTION "DR" OR "DM"
	R				APPLICABLE VOUCHER SEQUENCE NUMBER FOR A REFUND ("RF") FOR A CREDIT VOUCHER ("CR") OR FOR A CREDIT MEMO ("CM")
		R			REQUIRED FOR INQUIRY; PART OF VOUCHER NUMBER KEY WHETHER DR OR CR.
R			DOC:	4	VALID DETAIL OBJECT CODE INCLUDING 0000, OR 0001 TO 0999 IF FOR NON-CUSAS USAGE AND MAJOR OBJECT IS 0001 - 0999.
	R				MUST BE "0000" IF MULTIPLE DETAIL OBJECT CODES ARE PRESENT
		O			CHECKED ON DELETE, BUT 0000 ACCEPTABLE EVEN IF MULTI DETAIL OBJECT CODES OR AMOUNTS ARE NOT PRESENT
					WILL BE DISPLAYED ON INQUIRY
R	R	R	SUBA:	4	VALID NUMBER INCLUDING '0000'
B			DOC:...DOC:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE
R				4	FOR MORE THAN ONE DETAIL OBJECT CODE WHEN SINGLE DETAIL OBJECT CODE FIELD ABOVE CONTAINS "0000"
					FROM TWO TO FIVE MULTIPLE DETAIL OBJECT CODES VALID FOR A SINGLE VOUCHER
	O				NOT CHECKED ON DELETE
		O			WILL BE DISPLAYED ON INQUIRY

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
B			AMOUNT:...AMOUNT:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE PRESENT
R				11	FROM TWO TO FIVE MULTIPLE AMOUNTS CORRESPONDING TO RESPECTIVE DETAIL OBJECT CODES ENTERED IN THE PRECEDING FIELDS.
	B				MUST BE BLANK ON DELETE
		O			DISPLAYED ON INQUIRY IF PRESENT IN RECORD INQUIRED
B	B		OBLIG:...OBLIG:		MUST BE BLANK
O			F/P:		NOT CHECKED ON ADD
	R			1	EITHER "F" OR "P" REQUIRED ON DELETE
		O			DISPLAYS CONTENT OF RECORD INQUIRED
B	B	B	ENCUMBRANCE:		SHOULD BE BLANK ON ADD, DELETE OR INQUIRY

NOTE:
ALL THE REMAINING FIELDS BELOW "F/P:",AND "ENCUMBRANCE:" SHOULD BE LEFT BLANK FOR ADDS, DELETES AND INQUIRIES, EXCEPT "REF DOC NO:", FOUND IN THE LOWER RIGHT CORNER OF THE SCREEN "GASECM00" WHICH IS DESCRIBED IN THE FOLLOWING BOX.

O			REF DOC NO:	10	OPTIONAL INFORMATION POSTED TO THE VOUCHER RECORD. MAY BE DISPLAYED ON CERTAIN BATCH REPORTS AND AVAILABLE TO EXTRACT TAPES.
	O				NOT CHECKED ON DELETE
		O			SHOULD BE LEFT BLANK AS ANY INFORMATION PRESENT IN THE VOUCHER WILL BE DISPLAYED ON INQUIRY

TRAN CODE 06

CREATE, POST TO OR INQUIRE OF AN ACCOUNTS PAYABLE RECORD

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
D - DELETE RECORD
I - INQUIRE RECORD

R - REQUIRED
B - MUST BE BLANK
O - OPTIONAL OR NOT TESTED

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	R	TRANS REQUEST CODE:	2	"06"
R	R	R	MODE:	1	"T" - FOR "TRANSACTION" "I" - FOR "INQUIRY"
R	R	O	TASK:	1	"A" - FOR ADD RECORD "D" - FOR DELETE RECORD SPECIAL NOTE: DELETION ELIMINATES THE VENDOR RECORD AND ALL RELATED ACCOUNTS PAYABLE DM'S OR CM'S POSTED. HOWEVER IF VOUCHERS HAVE BEEN POSTED WITH RESULTANT ACCOUNTS PAYABLE POSTINGS, NEITHER THE VENDOR RECORD OR ITS ASSOCIATED ENTRIES MAY BE DELETED. NOT REQUIRED FOR INQUIRY
R			TYPE:	2	"DM"TO SET UP OR ADD A DEBIT MEMO TO AN ACCOUNTS PAYABLE FILE, THE IDENTIFICATION OF WHICH IS THE "FEIN" RECORD "CM"TO SET UP OR ADD A CREDIT MEMO TO AN ACCOUNTS PAYABLE FILE, THE IDENTIFICATION OF WHICH IS THE "FEIN" RECORD
R	R	R	FY:	2	CURRENT FISCAL YEAR
R	R	R	PSWD:	8	AGENCY DETERMINED SECURITY CODE

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	R	OPERID:	3	OPERATOR'S ASSIGNED IDENTIFICATION
R	R	R	AGCY-CD:	2	AGENCY'S ASSIGNED ALPHA CODE IDENTIFICATION
R	R	R	FEIN:	16	FEDERAL EMPLOYER'S IDENTIFICATION NUMBER; REQUIRED TO SET UP AN ACCOUNTS PAYABLE RECORD
B			FEIN EDIT OVERRIDE:		NORMALLY LEFT BLANK AS THIS IS AN AGENCY DETERMINED OPTION STORED IN THE PROGRAM. THE AGENCY MAY OR MAY NOT REQUIRE CHECKING THE VENDOR DATA BASE FOR A VALID VENDOR RECORD TO OVERRIDE THE PROGRAM INSERTION OF A "Y" OR "N" WILL CHANGE THE USUAL PROGRAMMED CHOICE AS FOLLOWS
O				1	"Y" - PROGRAM IS TO CHECK VENDOR DATA BASE FOR PRESENCE OF A VALID FEIN RECORD RELATING TO THIS ACCOUNTS PAYABLE ENTRY, REJECTING THE TRANSACTION IF ABSENT
O					"N" - VENDOR DATA BASE IS NOT TO BE CHECKED FOR PRESENCE OF A VALID VENDOR RECORD
	O	O			NOT CHECKED FOR DELETE OR INQUIRY
B	B	B	VCHR:		MUST BE BLANK FOR ADDS AND DELETE; UNDESIRABLE FOR INQUIRY
B	B	B	DATE:		MUST BE BLANK FOR ADDS AND DELETE; UNDERSIRABLE FOR INQUIRY
B	B	B	FUND:		MUST BE BLANK FOR ADDS AND DELETE; UNDERSIRABLE FOR INQUIRY

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
R	B	O	AGCY:	3	VALID AGENCY GREATER THAN ZERO. MAY BE OTHER THAN AGENCY RESPONSIBLE FOR POSTING THE VOUCHER AS APPROPRIATE MUST BE BLANK FOR DELETE, WILL BE DISPLAYED ON INQUIRY
O	O	O	DIV:	2	VALID DIVISION NUMBER GREATER THAN ZERO, NOT CHECKED ON INQUIRY
R	B	O	LINE:	4	VALID MAJOR OBJECT CODE; IF NON-CUSAS PROCESSING MAY BE 0001 TO 0999 MUST BE BLANK FOR DELETE; SHOULD BE BLANK FOR INQUIRY AS IT WILL NOT BE DISPLAYED
B	B	O	SQ/TP:		MUST BE BLANK FOR ADD OR DELETE; SHOULD BE BLANK FOR INQUIRY AS IT WILL NOT BE DISPLAYED
B	B	O	BATCH:		MUST BE BLANK FOR ADD OR DELETE; WILL NOT BE DISPLAYED ON INQUIRY
R	B	O	AMOUNT:	11	ENTER DOLLAR AMOUNT AND STRIKE "ERASE EOF" KEY, DEPRESS LEFT FIELD MARK KEY TO SKIP TO DESCRIPTION FIELD. THIS WILL LEFT ZERO FILL THE AMOUNT FIELD. A ZERO AMOUNT IS ACCEPTABLE FOR ACCOUNTS RECEIVABLE OR ACCOUNTS PAYABLE SETUP IF SO REQUIRED. MUST BE BLANK FOR DELETE; SHOULD BE BLANK ON INQUIRY AND TOTAL OF ALL ACCOUNTS PAYABLE FOR THE INQUIRED VENDOR WILL BE DISPLAYED
O	O	O	DESCR:	30	USER'S DESCRIPTION OR VENDOR NAME NOT CHECKED FOR DELETE; WILL NOT BE DISPLAYED ON INQUIRY

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
B	B O		VCHR/SEQ:		MUST BE BLANK FOR ADD OR DELETE TRANSACTION WILL NOT BE DISPLAYED ON INQUIRY
R	O	O	DOC:	4	VALID DETAIL OBJECT CODE INCLUDING 0001 - 0999 IF NON-CUSAS USAGE AND MAJOR OBJECT IS 0001 - 0999. NOT CHECKED ON DELETE; WILL NOT BE DISPLAYED ON INQUIRY
B	B	O	SUBA:		MUST BE BLANK ON ADD AND DELETE; WILL NOT BE DISPLAYED ON INQUIRY
B	B	O	DOC:...DOC:		MUST BE BLANK ON ADD OR DELETE AND WILL NOT BE DISPLAYED ON INQUIRY
B	B	O	AMOUNT:...AMOUNT:		MUST BE BLANK ON ADD OR DELETE; WILL NOT BE DISPLAYED ON INQUIRY
B	B	O	OBLIG:...OBLIG:		MUST BE BLANK ON ADD OR DELETE; WILL NOT BE DISPLAYED ON INQUIRY
B	B	O	F/P:		MUST BE BLANK ON ADD OR DELETE; WILL NOT BE DISPLAYED ON INQUIRY
B	B	O	ENCUM:		MUST BE BLANK ON ADD OR DELETE; WILL NOT BE DISPLAYED ON INQUIRY

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
B	B	O	PROJ FY:		MUST BE BLANK ON ADD OR DELTE; WILL NOT BE DISPLAYED ON INQUIRY
B	B	O	PROJECT NUMBER:		MUST BE BLANK ON ADD OR DELETE$ WILL NOT BE DISPLAYED ON INQUIRY
B	B	O	DEPARTMENT:		MUST BE BLANK ON ADD OR DELETE; WILL NOT BE DISPLAYED ON INQUIRY
B	B	O	DEPT DIST%:		MUST BE BLANK ON ADD OR DELETE; WILL NOT BE DISPLAYED ON INQUIRY
B	B	O	DEPT NO:...DEPT NO:		MUST BE BLANK ON ADD OR DELETE; WILL NOT BE DISPLAYED ON INQUIRY
B	B	O	AMOUNT:...AMOUNT:		MUST BE BLANK ON ADD OR DELETE; WILL NOT BE DISPLAYED ON INQUIRY
R	B	O	AC/PAY INV NO:	10	TEN CHARACTER ALPHA/NUMERIC FIELD REFERENCING A SPECIFIC INVOICE MUST BE BLANK FOR DELETE; WILL NOT BE DISPLAYED ON INQUIRY
R	B	O	INV DATE:	6	VALID DATE IN FORMAT OF MM/DD/YY REFERENCING THE INVOICE MUST BE BLANK FOR DELETE; WILL NOT BE DISPLAYED ON INQUIRY
O	B	O	REF DOC NO:	10	OPTIONAL REFERENCE TO ACCOUNTS PAYABLE IN ADDITION TO THE INVOICE NUMBER MUST BE BLANK FOR DELETE; WILL NOT BE DISPLAYED ON INQUIRY

TRAN CODE 05

POST OR INQUIRE A PROJECT VOUCHER

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
D - DELETE RECORD
I - INQUIRE RECORD

R - REQUIRED
B - MUST BE BLANK
O - OPTIONAL OR NOT TESTED

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	R	TRANS REQUEST CODE:	2	"05"
R	R	R	MODE:	1	"T" - FOR "TRANSACTION" "I" - FOR "INQUIRY"
R	R	O	TASK:	1	"A" - FOR ADD RECORD "D" - FOR DELETE RECORD NOT REQUIRED FOR INQUIRY
R	R	R	TYPE:	2	"DR" FOR DEBIT "DM" FOR DEDIT MEMO (INTERCHANGABLE WITH "DR" ON DELETE) "RF" FOR REFUND "CR" FOR CREDIT VOUCHER OR CASH RECEIPT "CM" FOR CREDIT MEMO ("RF", "CR", AND "CM" MAY BE INTERCHANGED ON DELETE)
R	B	O	FY:	2	CURRENT FISCAL YEAR MUST BE BLANK ON DELETE NOT TESTED ON INQUIRY
R	R	R	PSWD:	8	AGENCY DETERMINED SECURITY CODE
R	R	R	OPERID:	3	OPERATOR'S ASSIGNED IDENTIFICATION
R	R	R	AGCY-CD:	2	AGENCY'S ASSIGNED ALPHA CODE IDENTIFICATION

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
R	B O		FEIN:	16	FEDERAL EMPLOYER'S IDENTIFICATION NUMBER MUST BE BLANK ON DELETE WILL BE DISPLAYED ON INQUIRY
B	O	O	FEIN EDIT OVERRIDE:		NORMALLY LEFT BLANK AS THIS IS AN AGENCY DETERMINED OPTION STORED IN THE PROGRAM. THE AGENCY MAY OR MAY NOT REQUIRE CHECKING THE VENDOR DATA BASE FOR A VALID VENDOR RECORD NOT CHECKED FOR DELETE OR INQUIRY
R	R	R	VCHR:	8	FOUR ALPHA/NUMERIC AND FOUR NUMERIC CHARACTERS COMPRISING THE VOUCHER NUMBER
R	B O		DATE:	6	VALID INVOICE-VOUCHER DATE MM/DD/YY MUST BE BLANK ON DELETE NOT TESTED ON INQUIRY
B	B	B	FUND:		MUST BE BLANK ON ADD AND SHOULD BE BLANK ON DELETE AND ON INQUIRY
R	B O		AGCY:	3	VALID AGENCY GREATER THAN ZERO. MAY BE OTHER THAN AGENCY RESPONSIBLE FOR POSTING THE VOUCHER AS APPROPRIATE MUST BE BLANK ON DELETE NOT CHECKED ON INQUIRY
O	O	O	DIV:		NOT CHECKED UNLESS PART OF SECURITY PASSWORD
R	R	R	LINE:	4	VALID MAJOR OBJECT CODE; IF NON-CUSAS PROCESSING MAY BE 0001 TO 0999

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
B	B		SQ/TP:		MUST BE BLANK ON ADD OR DELETE
		O			NOT CHECKED ON INQUIRY
R	R		BATCH:	8	TWO DIGIT CALENDAR YEAR, THREE DIGIT JULIAN DATE AND THREE DIGITS, USERS CHOICE FROM 000 TO 999
					SHOULD NOT BE EARLIER THAN THE PAST TEN BUSINESS DAYS
		O			WILL BE DISPLAYED ON INQUIRY IF WITHIN LAST TEN DAYS, OTHERWISE ZERO'S WILL BE DISPLAYED
R			AMOUNT:	11	ENTER DOLLAR AMOUNT AND STRIKE "ERASE EOF" KEY, DEPRESS LEFT FIELD MARK KEY TO SKIP TO DESCRIPTION FIELD. THIS WILL LEFT ZERO FILL THE AMOUNT FIELD.
					ZERO DOLLAR AMOUNT ACCEPTABLE WHEN SETTING UP DUMMY DEBIT VOUCHER FOR ENTERING CASH RECEIPTS
	B				MUST BE BLANK FOR DELETE
		O			DISPLAYED ON INQUIRY
R			DESCR:	30	USER'S VOUCHER DESCRIPTION OR VENDOR NAME
	O				NOT CHECKED FOR DELETE
		O			DISPLAYED ON INQUIRY

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
O			VCHR/SEQ:	4	NOT CHECKED ON ADD TRANSACTION; FIELD DEFAULTS TO "0001"
	O				NOT CHECKED ON DELETE TRANSACTION "DR" OR "DM"
	R				APPLICABLE VOUCHER SEQUENCE NUMBER FOR A REFUND ("RF") FOR A CREDIT VOUCHER ("CR") OR FOR A CREDIT MEMO ("CM")
		O			DISPLAYED ON INQUIRY
R			DOC:	4	VALID DETAIL OBJECT CODE. EXCEPTION: 0001 - 0999 VALID IF NON-CUSAS USAGE AND MAJOR OBJECT IS 0001 - 0999.
					MUST BE "0000" IF MULTIPLE DETAIL OBJECT CODES ARE PRESENT
	O				NOT CHECKED ON DELETE
		O			DISPLAYED ON INQUIRY
B	B		SUBA:		MUST BE BLANK ON ADD OR DELETE
		O			NOT CHECKED ON INQUIRY
B			DOC:...DOC:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE
R				4	FOR MORE THAN ONE DETAIL OBJECT CODE WHEN SINGLE DETAIL OBJECT CODE FIELD ABOVE CONTAINS "0000"
					FROM TWO TO FIVE MULTIPLE DETAIL OBJECT CODES VALID FOR A SINGLE VOUCHER
	B				MUST BE BLANK ON DELETE
		O			DISPLAYED ON INQUIRY

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
B			AMOUNT:...AMOUNT:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE OR ONE OBLIGATION PRESENT
R				11	FROM TWO TO FIVE MULTIPLE AMOUNTS CORRESPONDING TO RESPECTIVE DETAIL OBJECT CODES ENTERED IN THE PRECEDING FIELDS.
	B				MUST BE BLANK ON DELETE
		O			DISPLAYED ON INQUIRY
B	B	O	OBLIG:...OBLIG:		MUST BE BLANK ON ADD OR DELETE; NOT DISPLAYED ON INQUIRY
O	O	O	F/P:		NOT CHECKED ON ADD, DELETE OR INQUIRY
B	B	O	ENCUM:		MUST BE BLANK ON ADD OR DELETE; NOT CHECKED ON INQUIRY

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	R	PROJ FY:	2	PROJECT FISCAL YEAR MAY BE DIFFERENT FROM CUSAS FISCAL YEAR
R	R	R	PROJECT NUMBER:	4	AGENCY DETERMINED NUMBER GREATER THAN ZERO
R	R	R	DEPARTMENT:	4	AGENCY DETERMINED NUMBER GREATER THAN ZERO. IF ONE OR MORE MULTI DEPARTMENTS ARE REFERENCED, "DEPARTMENT" MUST BE "9999", AND A PROJECT ASSOCIATED WITH THE VOUCHER WITH A DEPARTMENT/LINE RECORD OF "9999/0000" MUST EXIST
O			DEPT DIST% IND:	1	"%" INDICATES PERCENTAGE DISTRIBUTION OF THE VOUCHER AMOUNT TO THE MULTI DEPARTMENTS LISTED IN THE FIELDS WITH MULTIPLE AMOUNTS SPECIFYING PERCENTAGE AMOUNTS EXPRESSED AS 00.00% - 99.99%. WHEN ENTERING PERCENTAGE AMOUNTS, OMIT DECIMAL POINTS. THE PROGRAM WILL CALCULATE AMOUNTS TO BE DISTRIBUTED TO VARIOUS DEPARTMENTS AND DISPLAY THE RESULTS AFTER THE VOUCHER HAS BEEN ENTERED.
	B				MUST BE BLANK ON DELETE
		O			NOT CHECKED OR DISPLAYED ON INQUIRY
R	R		DEPT NO:...DEPT NO:	4	FROM ONE TO FIVE DEPARTMENTS REQUIRED IF "DEPARTMENT" ON PRECEDING LINE IS "9999" - - - OTHERWISE
B	B				MUST BE BLANK ON ADD OR DELETE
		O			WILL BE DISPLAYED IF PRESENT ON INQUIRY

A	D	I	FIELD NAME	SIZE	CONTENTS AND USAGE
R			AMOUNT:...AMOUNT:	11	FROM ONE TO FIVE DEPARTMENT AMOUNTS CORRESPONDING TO THE PREVIOUS DEPARTMENT NUMBER FIELDS ENTERED.
	B				MUST BE BLANK ON DELETE
		O			LEAVE BLANK AS FIELD WILL BE DISPLAYED ON INQUIRY IF PRESENT
					ONLY ONE DETAIL OBJECT CODE MAY BE ENTERED FROM A VOUCHER IF IT HAS MORE THAN ONE DEPARTMENT
B	B		AC/PAY INV NO:		MUST BE BLANK
		O			LEAVE BLANK AS FIELD WILL BE DISPLAYED ON INQUIRY IF PRESENT
B	B		INV DATE:		MUST BE BLANK
		O			LEAVE BLANK AS FIELD WILL BE DISPLAYED ON INQUIRY IF PRESENT
O			REF DOC NO:		OPTIONAL INFORMATION POSTED TO THE VOUCHER RECORD. MAY BE DISPLAYED ON CERTAIN BATCH REPORTS, AND AVAILABLE TO EXTRACT TAPES.
	O				NOT CHECKED ON DELETE
		O			LEAVE BLANK AS FIELD WILL BE DISPLAYED ON INQUIRY IF PRESENT

TRAN CODE 02

POST A VOUCHER ADDING ACCOUNTS PAYABLE DETAIL

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
D - DELETE RECORD

R - REQUIRED
B - MUST BE BLANK
O - OPTIONAL OR NOT TESTED

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	TRANS REQUEST CODE:	2	"02"
R	R	MODE:	1	"T" - FOR "TRANSACTION"
R	R	TASK:	1	"A" - FOR ADD RECORD "D" - FOR DELETE RECORD
R	R	TYPE:	2	"DR" FOR DEBIT "DM" FOR DEBIT MEMO "RF" FOR REFUND, RESTORING THE AMOUNT OF THE REFUND TO THE APPROPRIATION "CM" FOR CREDIT MEMO, AN ADJUSTMENT RESTORING THE AMOUNT OF THE CREDIT MEMO TO THE APPROPRIATION
R	R	FY:	2	CURRENT FISCAL YEAR
R	R	PSWD:	8	AGENCY DETERMINED SECURITY CODE
R	R	OPERID:	3	OPERATOR'S ASSIGNED IDENTIFICATION
R	R	AGCY-CD:	2	AGENCY'S ASSIGNED ALPHA CODE IDENTIFICATION
R	R	FEIN:	16	FEDERAL EMPLOYER'S IDENTIFICATION NUMBER

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		FEIN EDIT OVERRIDE:		NORMALLY LEFT BLANK AS THIS IS AN AGENCY DETERMINED OPTION STORED IN THE PROGRAM. THE AGENCY MAY OR MAY NOT REQUIRE CHECKING THE VENDOR DATA BASE FOR A VALID VENDOR RECORD TO OVERRIDE THE PROGRAM INSERTING A "Y" OR "N" WILL CHANGE THE USUAL PROGRAMMED CHOICE AS FOLLOWS
O			1	"Y" - PROGRAM IS TO CHECK VENDOR DATA BASE FOR PRESENCE OF A VALID FEIN RECORD, FOR THIS VOUCHER, REJECTING THE TRANSACTION IF ABSENT
O				"N" - VENDOR DATA BASE IS NOT TO BE CHECKED FOR PRESENCE OF A VALID VENDOR RECORD
	0			NOT CHECKED FOR DELETE
R	R	VCHR:	8	FOUR ALPHA/NUMERIC AND FOUR NUMERIC CHARACTERS COMPRISING THE VOUCHER NUMBER
R	R	DATE:	6	VALID INVOICE/VOUCHER DATE MM/DD/YY
R	R	FUND:	3	VALID FUND GREATER THAN ZERO
R	R	AGCY:	3	VALID AGENCY GREATER THAN ZERO. MAY BE OTHER THAN AGENCY RESPONSIBLE FOR POSTING THE VOUCHER AS APPROPRIATE
R	R	DIV:	2	VALID DIVISION NUMBER GREATER THAN ZERO
R	R	LINE:	4	VALID MAJOR OBJECT CODE; IF NON-CUSAS PROCESSING MAY BE 0001 TO 0999
R	R	SQ/TP:	4	VALID SQUENCE TYPE CODE
R	R	BATCH:	8	TWO DIGIT CALENDAR YEAR, THREE DIGIT JULIAN DATE AND THREE DIGITS, USERS CHOICE FROM 000 TO 999 SHOULD NOT BE EARLIER THAN THE PAST TEN BUSINESS DAYS

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R		AMOUNT:	11	ENTER DOLLAR AMOUNT AND STRIKE "ERASE EOF" KEY, DEPRESS LEFT FIELD MARK KEY TO SKIP TO DESCRIPTION FIELD. THIS WILL LEFT ZERO FILL THE AMOUNT FIELD.
	B			MUST BE BLANK FOR DELETE
R		DESCR:	30	USER'S VOUCHER DESCRIPTION OR VENDOR NAME
	O			NOT CHECKED FOR DELETE
O		VCHR/SEQ:	4	NOT CHECKED ON ADD TRANSACTION; FIELD DEFAULTS TO "0001"
	O			NOT CHECKED ON DELETE TRANSACTION "DR" OR "DM"
	R			APPLICABLE VOUCHER SEQUENCE NUMBER FOR A REFUND ("RF") OR FOR A CREDIT MEMO ("CM")
R		DOC:	4	VALID DETAIL OBJECT CODE INCLUDING 0001 - 0999 IF NON-CUSAS USAGE AND MAJOR OBJECT IS 0001 - 0999.
	O			MUST BE "0000" IF MULTIPLE DETAIL OBJECT CODES ARE PRESENT
				NOT CHECKED ON DELETE
R	R	SUBA:	4	VALID NUMBER INCLUDING '0000'
B		DOC:...DOC:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE
R			4	FOR MORE THAN ONE DETAIL OBJECT CODE WHEN SINGLE DETAIL OBJECT CODE FIELD ABOVE CONTAINS "0000"
	O			FROM TWO TO FIVE MULTIPLE DETAIL OBJECT CODES VALID FOR A SINGLE VOUCHER
				NOT CHECKED ON DELETE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		AMOUNT:...AMOUNT:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE PRESENT
R			11	FROM TWO TO FIVE MULTIPLE AMOUNTS CORRESPONDING TO RESPECTIVE DETAIL OBJECT CODES ENTERED IN THE PRECEDING FIELDS.
	B			MUST BE BLANK ON DELETE
B	B	OBLIG:...OBLIG:		ALL THREE FIELDS MUST BE BLANK ON ADD OR DELETE
O	O	F/P:		NOT CHECKED
B	B	ENCUM:		MUST BE BLANK ON ADD OR DELETE
B	B	PROJ FY:		MUST BE BLANK
B	B	PROJECT NUMBER:		MUST BE BLANK
B	B	DEPARTMENT:		MUST BE BLANK
B	B	DEPT DIST% IND:		MUST BE BLANK
B	B	DEPT NO:...DEPT NO:		MUST BE BLANK
B	B	AMOUNT:...AMOUNT:		MUST BE BLANK
R	R	AC/PAY INV NO:	10	ALPHA/NUMERIC, NON SPACE OR NON ZERO. SPACES ACCEPTABLE PRECEDING, WITHIN OR FOLLOWING ALPHA/NUMERIC DATA
R	R	INV DATE:	6	VALID INVOICE DATE - MM/DD/YY
O		REF DOC NO:		OPTIONAL INFORMATION FURTHER REFERENCING THE INVOICE. THIS IS A KEY FIELD WITH SPACES ACCEPTABLE, WHICH MAY BE DUPLICATED ON OTHER ACCOUNTS PAYABLE TRANSACTIONS.
	R			REQUIRED FOR DELETE (SPACES MAY BE VALID CHARACTERS)

CHAPTER 5

PROJECT ACCOUNTING USAGE
HOW TO SET UP PROJECTS

PROJECT ACCOUNTING

GENERALIZED ACCOUNTING SYSTEM PROJECT MAINTENANCE

TASKS

CREATE, CHANGE OR DELETE PROJECT/DEPARTMENT/LINE RECORDS, ENTERING APPROPRIATED DOLLARS AND ALLOTTED AMOUNTS INTO DESIGNATED QUARTERLY OR MONTHLY PERIODS.

SET UP PROJECTS WITH ASSOCIATED DEPARTMENT/LINES AND DETAIL OBJECT CODES WITH OR WITHOUT A CUSAS BASIS FOR SPECIAL DEPARTMENTAL ACCOUNTING OF FUNDS MANAGEMENT.

"ROLL" PROCESSING ALLOTMENT PERIOD FORWARD OR BACKWARD BY AGENCY OR BY SPECIFIC PROJECT/DEPARTMENT/LINE.

NARRATIVE

THE PROJECT/DEPARTMENT/LINE MAINTENANCE SCREEN IS INTENDED TO BE USED FOR CREATING A PROJECT REPRESENTING THE CONTROLLING RECORDS OF A SPECIAL PURPOSE FINANCIAL ACCOUNTING FILE. THE DEPARTMENT/LINE RECORDS ASSOCIATED WITH THE PROJECT, ARE USED TO STORE THE APPROPRIATIONS AND ALLOTMENTS OF THE DESIGNATED FUNDS, AND TO SUPPORT SUMMARY RECORDS OF VOUCHER ACTIVITES OR CASH RECEIPTS ASSOCIATED WITH THE PROJECT RECORDS. RULES OF APPROPRIATION ACCOUNTING MAY BE MODIFIED SO THAT THE PROJECT CAN BE USED AS A SUMMARY RECORD OF INCOME AND EXPENDITURES SHOWING AT ALL TIMES A NET BALANCE FOR A SPECIFIC SOURCE OF REVENUE AGAINST WHICH DEBIT AND CREDIT TRANSACTIONS MAY BE MONITORED FOR PROPRIETY. OR, THE PROJECT CAN BE USED AS AN ACCUMULATOR OF EXPENDITURES OR RECEIPTS AS REQUIRED.

THE SCREEN IS USED TO ADD THE PROJECTS AND THE ASSOCIATED DEPARTMENT/LINE RECORDS, MAKE SEVERAL TYPES OF ALLOTMENT OR APPROPRIATION CHANGES, TO CHANGE NAMES OF ACCOUNTS, BLANKING OUT NAMES WHEN NO LONGER NEEDED, AND TO SET QUARTERLY OR MONTHLY ALLOTMENT AMOUNT PERIODS WHERE CONTROL IS REQUIRED BY PERIOD TO DATE ALLOTMENTS.

FOR PROJECT ACCOUNTING, THE SCREEN IS USED TO PERFORM SEVERAL DIFFERENT OPERATIONS:

CREATE A PROJECT/DEPARTMENT/LINE
CHANGE A PROJECT NAME, DEPARTMENT NAME, OR LINE NAME
BLANK OUT NAMES WHICH ARE NO LONGER NEEDED
DELETE A PROJECT/DEPARTMENT/LINE IF THERE ARE NO

SUMMARY BALANCES IN EXISTANCE.
ROLL PERIODS FORWARD OR BACKWARD AS REQUIRED FOR
ALLOTMENT CONTROL.
INQUIRE TO THE PROJECT FILE THE ORIGINAL INFORMATION
POSTED TO A PROJECT/DEPARTMENT/LINE RECORD.

THE CREATION PROCESS PROVIDES FOR THE RECORDING OF AN APPROPRIATION EQUAL TO THE SUM OF THE MONTHLY OR QUARTERLY ALLOTMENTS (AS SPECIFIED BY THE "Q" OR "M" PERIOD INDICATOR) PLUS ANY RESERVE. THE CHANGE PROCESS ALLOWS TRANSFERS OF ALLOTMENTS WITHIN A PROJECT/DEPARTMENT/LINE AND ALLOWS TRANSFERS OF APPROPRIATIONS BETWEEN PROJECTS, EVEN IF IN DIFFERENT FISCAL YEARS.

BY SPECIFYING "Y" OR "N" IN THE PROCESSING INDICATOR, IT MAY BE DETERMINED WHETHER OR NOT NEGATIVE BALANCES ARE PERMITTED IN THE PROCESSING OF VOUCHERS TESTED AGAINST ALLOTMENTS. USAGE OF PROJECT ACCOUNTING INCLUDES PROCESSES WHICH DO NOT REQUIRE ALLOTMENTS AND AS SUCH DO NOT NEED A TEST AGAINST THE ALLOTMENT TO VALIDATE THE ENTRY. HOWEVER, IN CERTAIN SITUATIONS, WHERE CASH RECEIPTS MUST BE PRESENT AND IN EXCESS OF REQUESTED EXPENDITURES, IT MAY BE DESIRABLE TO TEST THE BALANCE OF THE PROJECT WHICH SHOULD BE POSITIVE IF CASH ON HAND IS REQUIRED AS A CONDITION OF EXPENDITURE. USING THE "Y" PROCESSING INDICATOR PERMITS THE TEST OF SUFFICIENT FUNDS IN THIS CIRCUMSTANCE.

THE PROJECT PROVIDES FOR FLEXIBILITY IN AGENCY ACCOUNTING MANAGEMENT LIMITED ONLY WITHIN THE CONCEPTS OF DEBITS AND CREDITS FOR STANDARD ACCOUNTING PROCEDURES. AS A RECORD POSTED CONCURRENTLY WITH

CUSAS RECORDS, IT IS POSSIBLE TO PROVIDE EXPENDITURES AT A FUNCTIONAL LEVEL NOT READILLY MANAGABLE AT THE APPROPRIATION LEVEL OR SUBA (SUB-ACCOUNT) LEVEL WHICH REQUIRES CONTROL BY THE OBLIGATION PROCESS. CONCURRENT POSTING ENSURES COMPLIANCE WITH CUSAS RULES YET ALLOWS EXPENDITURE BUDGETING AND EXPENDITURE CONTROL FUNCTIONALLY TO PROVIDE MANAGEMENT WITH INFORMATION DESIRED BY VARIOUS DEPARTMENTS WITHIN HIS JURISDICTION.

THE PROJECT APPROPRIATION OR ALLOTMENT CHANGE TRANSACTIONS PROVIDE FOR MODIFYING THE VARIOUS ALLOCATION BALANCES. TRANSFERRING MONIES BETWEEN RECORDS REQUIRES THE FOLLOWING OF SPECIFIED RULES AS PER THE ILLUSTRATIONS GIVEN IN THIS MANUAL. HOWEVER IF MONIES ARE TO BE ADDED TO OR DEDUCTED FROM APPROPRIATIONS, THEN IT IS NECESSARY TO SET UP A SPECIAL RECORD TO ACCOUNT FOR THE EXTRANEOUS FUNDS.

TO DO THIS A PROJECT/DEPARTMENT/LINE RECORD SHOULD BE CREATED WITH AN APPROPRIATION AND RESERVE SUFFICIENT TO COVER THE ADDITIONAL FUNDS NEEDED TO BE TRANSFERED INTO THE APPLICABLE PROJECTS. IF FUNDS ARE TO BE TRANSFERED OUT OF THE PROJECTS INTO THIS SPECIAL RECORD, THEN THE PROJECT MAY BE SET UP WITH NO DOLLAR AMOUNTS. THIS SPECIAL RECORD IS REFERRED TO AS A "DUMMY" AND CAN BE USED AS THE RECORD TO WHICH UNWANTED APPROPRIATIONS ARE TRANSFERRED OR THE RECORD FROM WHICH ADDITIONAL APPROPRIATIONS ARE TRANSFERRED WHEN THE NEW FUNDS HAVE BEEN SET UP AS AN APPROPRIATION WITHIN THE "DUMMY" FOR TRANSFER. ONCE THE TRANSACTIONS HAVE BEEN COMPLETED A PRINTOUT OF THE "DUMMY" ACCOUNT WOULD BE DESIRABLE WHICH WHEN ACCOMPLISHED WOULD PERMIT THE USING OF A DELETE TRANSACTION TO REMOVE THIS ACCOUNT FROM THE FILES, IT HAVING SERVED ITS PURPOSE.

A TYPICAL ACCOUNT NUMBER TO USE FOR A "DUMMY" WOULD BE "0001-0000-0000". THIS COMBINATION WOULD BE DESIRABLE BECAUSE THE DEPARTMENT NUMBER "0000" IS INVALID FOR ANY OTHER POSTING USE THUS MAKING THIS PARTICULAR PROJECT CODE NOT USED FOR ANY OTHER PURPOSE.

THE PROJECT ALSO PROVIDES FOR ACCOUNTING NEEDS ONLY INDIRECTLY ASSOCIATED WITH CUSAS MANAGEMENT, AS IN FOLLOWING ACCEPTED PROCEDURES FOR CASH RECEIPTS MANAGEMENT (WHICH SEE). IN ADDITION THE PROJECT MODULE IN GAS II PROVIDES A VEHICLE FOR MANAGING FEDERAL GRANTS, A RUDIMENTAL BUDGETED POSITION INVENTORY SYSTEM, TRUST FUND ACCOUNTING AT THE PRIVATE FUND LEVEL WITH OVERALL BANK CASH CONTROL, AND TRIAL BALANCE OF GENERAL LEDGER ACCOUNTS FOR A COMMERCIAL TYPE BALANCE SHEET/ PROFIT AND LOSS SYSTEM SUCH AS FOR WORKSHOPS AND THE LIKE.

DESIGNED TO RESPOND TO THE POSTING OF DEBITS AND CREDITS, THE PROJECT MODULE CAN PROVIDE A VARIETY OF SOLUTIONS TO THE ACCOUNTING NEEDS REQUIRED TO ACHIEVE THE OBJECTIVES OF A GIVEN AGENCY'S MISSION.

ESTABLISH A PROJECT/DEPARTMENT/LINE RECORD

THE FIRST STEP IN CREATING RECORDS FOR PROJECT ACCOUNTING IS TO ESTABLISH THE PROJECT/DEPARTMENT/LINE RECORD. THIS CREATES WITH ONE ENTRY THE PROJECT, DEPARTMENT, AND LINE NAMES, SETS UP RULES FOR CONTROLLING EXPENDITURES, DEFINES THE BUDGET PERIOD AND ESTABLISHES APPROPRIATION BALANCES, RESERVES AND ALLOTMENTS AS REQUIRED.

IF AN ALLOTMENT BALANCE MUST BE TESTED FOR AVAILABILITY OF FUNDS FOR EXPENDITURE, OR IF THE PRESENCE OF SUFFICIENT CASH RECEIPTS TO COVER EXPENDITURES IS REQUIRED, THE RULES CODE MUST BE "Y" INDICATING BALANCE RULES ARE TO BE ENFORCED. IF THE BUDGET PERIOD IS TO BE QUARTERLY THE PERIOD INDICATOR SHOULD BE SET AT "Q"; OTHERWISE, ENTER "M" FOR MONTHLY BUDGETING.

IT SHOULD BE NOTED THAT THE PRESENCE OF A "Q" OR "M" DOES NOT IN ITSELF REQUIRE THAT ANY SPECIFIC ALLOCATIONS MUST BE ENTERED IN ANY OF THE TWELVE AMOUNT FIELDS PRESENT; ONLY THAT WHAT IS PRESENT EQUAL THE AMOUNT OF THE APPROPRIATION. IT IS POSSIBLE TO SET UP A PROJECT/DEPARTMENT/LINE RECORD WITH YES RULES, AND MONTHLY OR QUARTERLY INDICATORS AND HAVE NO APPROPRIATION OR ASSOCIATED ALLOTMENTS PRESENT AT ALL. THIS IMPLIES THAT CASH RECEIPTS WOULD LATER BE ENTERED TO COVER ANY EXPENDITURE ENTRIES TO FOLLOW. HOWEVER, BUDGETING BY THE MONTH OR QUARTER CANNOT BE ENFORCED WITHOUT EXISTENCE OF A PERIODIC AMOUNT ALLOCATION OR PRESENCE OF CASH RECEIVED.

ONCE USAGE OF THE PROJECT HAS BEEN DETERMINED

THE GAS II ACCOUNTANT SHOULD ENTER THE CALL

"/FOR GASPRM"

THE SCREEN ON THE FOLLOWING PAGE WILL THEN APPEAR.

SCREEN "GASPRM00"

```
GASPRM00      PROJECT/DEPARTMENT MAINTENANCE    DATE
ERROR CODE:
   TRANS REQUEST CODE:    MODE:
TASK:  FY:   PSWD:   OPERID:   AGCY-CD:  AGCY:  DIV:
PROJ#:      PERIOD IND:   PROJ NAME:
DEPT#:      DEPT NAME:
LINE:       POSTING IND:   LINE NAME:
APPROP:           RESERVE:          QTR/M01:
QRT/M02:          QTR/M03:               QTR/M04:
M05:              M06:             M07:              M08:
M09:              M010:            M011              M012:
CUSAS OPTION:
ALTERNATE  FY:  PROJ#:      DEPT#:     LINE:
APPROP:           RESERVE:               QTR/M01:
QTR/M02:          QTR/M03:               QTR/M04:
M05:              M06:             M07:              M08:
M09:              M010:            M011:             M012:
```

TRAN CODE 16

MAINTAIN PROJECT

BY ENTRY ON SCREEN "GASPRM00" TRAN CODE 16 IS USED TO

- ESTABLISH A PROJECT/DEPARTMENT/LINE RECORD

  WITH OR WITHOUT APPROPRIATION ALLOTMENTS

- CHANGING NAMES, ONE AT A TIME

  PROJECT - DEPARTMENT - LINE

- CHANGING PERIOD, POSTING, OR CUSAS OPTION INDICATORS
- TRANSFERRING MONIES BETWEEN PROJECT/DEPARTMENT/LINES FROM ONE FISCAL YEAR TO ANOTHER IF REQUIRED
- TRANSFERRING MONIES FROM ONE QUARTER OR MONTH TO ANOTHER WITHIN A SINGLE PROJECT/DEPARTMENT/LINE
- DELETINGE A PROJECT/DEPARTMENT/LINE AGAINST WHICH SUMMARY POSTING HAS NOT OCURRED
- MAKE INQUIRY AS TO INFORMATION CONTAINED IN AN EXISTING PROJECT/DEPARTMENT/LINE RECORD

DESCRIPTIONS OF THE VARIOUS FIELDS FOR THE GASPRM SCREEN

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
C - CHANGE RECORD
D - DELETE RECORD
I - INQUIRY

R - REQUIRED
B - MUST BE BLANK
O - MUST BE BLANK OPTIONAL OR NOT TESTED

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
R	R	R	R	TRANS REQUEST CODE:	1	"16" - CREATE A PROJECT/ DEPARTMENT/ LINE RECORD
R	R	R	R	MODE:	1	"T" FOR TRANSACTION CHANGED TO "I" FOR INQUIRY
R	R	R	O	TASK:	1	"A" - ADD A PROJECT/ DEPARTMENT/ LINE RECORD "C" - CHANGE A PROJECT OR DEPARTMENT OR LINE NAME; CHANGE A BUDGETED APPROPRIATION, RESERVE, OR ALLOTMENT AMOUNT BY INCREASE OR DECREASE, CHANGE A MAJOR OBJECT NAME, INCREASE OR DECREASE A MAJOR OBJECT ALLOTMENT OR RESERVE "D" - DELETE A PROJECT/ DEPARTMENT/ LINE RECORD NOT TESTED ON INQUIRY OF A PROJECT/ DEPARTMENT/ LINE RECORD
R	R	R	R	FY:	2	DESIRED FISCAL YEAR AS REQUIRED FOR THE PROJECT
R	R	R	R	PSWD:	8	AGENCY ASSIGNED SECURITY NAME
R	R	R	R	OPERID:	3	OPERATOR'S INITIALS
R	R	R	R	AGCY-CD:	2	AGENCY ASSIGNED ALPHA DESIGNATION
O	O	O	O	DIV:	2	NUMBER REQUIRED ONLY FOR CERTAIN AGENCIES NEEDING DIVISIONAL SECURITY.

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
R	R	R	R	PROJ#:	4	FOUR DIGIT PROJECT NUMBER. WHEN USED TO REPRESENT THE FUND FOR CASH RECEIPTS, CONVENTIONALLY THE FIRST DIGIT SHOULD BE "0" TO CONFORM TO CUSAS REQUIREMENTS OF A THREE DIGIT FUND CODE.
R	O	B	B	PERIOD IND:	1	"M" INDICATING MONTHLY BUDGETING "Q" INDICATING QUARTERLY BUDGETING "M" OR "Q" DEPENDING ON INDICATOR TO BE CHANGED. ONLY ONE FIELD CAN BE CHANGED AT A TIME FOR THE SAME RECORD MUST BE BLANK ON DELETE LEAVE BLANK ON INQUIRY; CONTENTS OF THE RECORD WILL BE DISPLAYED
R	O	B	B	PROJ NAME:	30	DESCRIPTION OF THE PROJECT (OR CASH RECEIPTS FUND). NAME TO BE CHANGED. ONLY ONE FIELD CAN BE CHANGED AT A TIME FOR THE SAME RECORD MUST BE BLANK ON DELETE LEAVE BLANK ON INQUIRY; CONTENTS OF THE RECORD WILL BE DISPLAYED

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
R	R	R	R	DEPT#:	4	FOUR DIGIT DEPARTMENT NUMBER. WHEN USED TO REPRESENT CASH RECEIPTS, PREFIX THE DEPARTMENT NUMBER WITH A "0" AND USE THE THREE DIGIT SOURCE CODE AS THE NEXT THREE NUMBERS.
R	O	B	B	DEPT NAME:	30	DESCRIPTION OF THE DEPARTMENT (OR CASH RECEIPTS SOURCE) NAME TO BE CHANGED. ONLY ONE FIELD CAN BE CHANGED AT A TIME FOR THE SAME RECORD MUST BE BLANK ON DELETE LEAVE BLANK ON INQUIRY; CONTENTS OF THE RECORD WILL BE DISPLAYED
R	R	R	R	LINE#:	4	FOUR DIGIT LINE NUMBER. WHEN USED FOR CASH RECEIPTS, PREFIX THE LINE NUMBER WITH A "ZERO" USING THE THREE DIGIT SUB-SOURCE CODE AS THE NEXT THREE NUMBERS CONSISTANT WITH CUSAS
R	O	B	B	POSTING IND:	1	"Y" INDICATES "NEGATIVE BALANCES NOT ALLOWED - NO OVEREXPENDITURE OF AVAILABLE ALLOTMENT BALANCES PERMITTED" "N" INDICATES BALANCE RESTRICTIONS ARE NOT CONSIDERED ONLY ONE FIELD CAN BE CHANGED AT A TIME FOR THE SAME RECORD MUST BE BLANK ON DELETE ON INQUIRY, CONTENTS OF THE RECORD WILL BE DISPLAYED

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
R				LINE NAME:	30	DESCRIPTION OF THE LINE ITEM (OR CASH RECEIPTS SUB SOURCE)
	O					ONLY ONE FIELD CAN BE CHANGED AT A TIME FOR THE SAME RECORD
		B				MUST BE BLANK ON DELETE
			B			ON INQUIRY, CONTENTS OF THE RECORD WILL BE DISPLAYED
O				APPROPRIATION:	11	APPROPRIATION AMOUNT FOR A MAJOR OBJECT AS REQUIRED FOR THE PROJECT. MAY BE BLANK IF MEETING PROJECT REQUIREMENTS. DO NOT ENTER A DECIMAL POINT FOR ANY AMOUNT FIELDS.
	O					APPROPRIATION AMOUNT TO BE TRANSFERRED FROM THE PROJECT/ DEPARTMENT/ LINE ENTERED ABOVE TO THE ALTERNATE PROJECT BELOW (SEE NOTE)
	B					SHOULD BE BLANK IF AMOUNT TO BE TRANSFERRED IS FROM THE RESERVE OR FROM ONE PERIOD TO ANOTHER WITHIN THE SAME PROJECT/ DEPARTMENT/ LINE
		B	B			MUST BE BLANK FOR DELETE AND SHOULD BE BLANK ON INQUIRY

NOTE: WHEN THE CHANGE TASK IS USED TO TRANSFER FUNDS BETWEEN DIFFERENT PROJECT/ DEPARTMENT/ LINE ACCOUNTS OR TO TRANSFER ALLOCATIONS OF FUNDS FROM THE RESERVE TO OTHER QUARTERS OR PERIODS OR VICE VERSA, IF THE POSTING RULES ARE "YES" THEN THE TRANSFER WILL FAIL IF SUFFICIENT FUNDS ARE NOT AVAILABLE IN EXCESS OF THOSE ALREADY EXPENDED. THE CURRENT AMOUNT IN EACH RECORD FOR THE APPROPRIATION, RESERVE, OR PERIODIC FIELD IS THE MAXIMUM WHICH CAN BE TRANSFERRED FROM EACH FIELD, EVEN THOUGH THE TOTAL APPROPRIATION MIGHT BE ENOUGH TO SUPPORT THE OVERALL TRANSFER.

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
O				RESERVE:	11	AMOUNT UNAVAILABLE FOR EXPENDITURE
	O					MAY BE BLANK IF AMOUNT TO BE TRANSFERRED IS FROM ONE PERIOD TO ANOTHER WITHIN THE SAME PROJECT/ DEPARTMENT/ LINE; OTHERWISE AN AMOUNT TO BE TRANSFERED TO AN ALTERNATE RESERVE OR QUARTER/ PERIOD. ALSO, THE FIELD MIGHT BE BLANK IF NO AMOUNTS WERE AVAILABLE FOR TRANSFER.
		B	B			MUST BE BLANK ON DELETE AND SHOULD BE BLANK ON INQUIRY AS CONTENTS OF RECORD WILL BE DISPLAYED
O				QTR/MO1:..MO12:	11	ALLOTMENT AMOUNT FOR A MAJOR OBJECT AS REQUIRED FOR THE PROJECT. MAY BE BLANK IF MEETING PROJECT REQUIREMENTS. DO NOT ENTER A DECIMAL POINT FOR ANY AMOUNT FIELDS.
	O					ALLOTMENT AMOUNT, IF ANY, TO BE TRANSFERRED FROM THE PROJECT/ DEPARTMENT/ LINE NAMED ABOVE TO THE PROJECT/ DEPARTMENT/ LINE NAMED BELOW
		B	B			MUST BE BLANK ON DELETE AND SHOULD BE BLANK ON INQUIRY AS CONTENTS OF RECORD WILL BE DISPLAYED

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
R				CUSAS OPTION:	1	"Y" INDICATING THAT DETAIL AND MAJOR OBJECT CODES MUST BE VALID "N" INDICATES ANY FOUR DIGIT LINE OR DETAIL OBJECT IS ACCEPTABLE IF A PROJECT VOUCHER TRANSACTION IS POSTED CONCURRENTLY WITH A CUSAS VOUCHER, CUSAS RULE ENFORCEMENT WILL OVERRIDE A PROJECT "N" PERMIT
	O					ONLY ONE FIELD CAN BE CHANGED AT A TIME FOR THE SAME RECORD
		B	B			MUST BE BLANK ON DELETE, SHOULD BE BLANK ON INQUIRY
ALTERNATE PROJECT FIELDS						
B				FISCAL YEAR:		MUST BE BLANK ON ADD
	O				2	MAY BE OTHER THAN CURRENT FISCAL YEAR USED FOR THE "FROM" PROJECT ACCOUNT FOR WHICH TRANSFERS MAY BE IN PROCESS.
	B					MUST BE BLANK FOR NAME OR INDICATOR CHANGES
		B	B			MUST BE BLANK ON DELETE AND INQUIRY (NOT USED ON INQUIRY)

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
	O			PROJ#:	4	ALTERNATE PROJECT NUMBER USED ON CHANGE TRANSACTIONS REFERRING TO THE ACCOUNT INTO WHICH FUNDS ARE TO BE TRANSFERRED
B	B	B	B			MUST BE BLANK ON ADD OR FOR NAME OR INDICATOR CHANGES, BLANK ON DELETE, AND NOT USED ON INQUIRY
	O			DEPT#:	4	ALTERNATE DEPTMENT NUMBER USED ON CHANGE TRANSACTIONS ONLY. THE ALTERNATE DEPARTMENT REFERS TO THE ACCOUNT INTO WHICH FUNDS ARE TO BE TRANSFERRED
B	B	B	B			MUST BE BLANK ON ADD OR FOR NAME OR INDICATOR CHANGES, BLANK ON DELETE, AND NOT USED ON INQUIRY
	O			LINE:	4	ALTERNATE LINE NUMBER USED ON CHANGE TRANSACTIONS REFERRING TO THE ACCOUNT INTO WHICH FUNDS ARE TO BE TRANSFERRED
B	B	B	B			MUST BE BLANK ON ADD OR FOR NAME OR INDICATOR CHANGES, BLANK ON DELETE, AND NOT USED ON INQUIRY

A	C	D	I	FIELD NAME	SIZE	DIRECTIONS
B				APPROP:	11	APPROPRIATION MUST BE BLANK ON ADD TRANSACTION
	O					APPROPRIATION AMOUNT TO BE TRANSFERRED
	B					SHOULD BE BLANK IF AMOUNT BEING TRANSFERRED IS FROM THE RESERVE OR FROM ONE PERIOD TO ANOTHER WITHIN THE SAME PROJECT/ DEPARTMENT/ LINE
		B	B			MUST BE BLANK FOR DELETE AND SHOULD BE BLANK ON INQUIRY
B				RESERVE:	11	MUST BE BLANK ON ADD
		B	B			MUST BE BLANK FOR DELETE AND SHOULD BE BLANK ON INQUIRY
B				QTR/MO1:..MO12:	11	MUST BE BLANK ON ADD TRANSACTION
	O					ALLOTMENT AMOUNT, IF ANY, TO BE TRANSFERRED
		B	B			MUST BE BLANK ON DELETE AND SHOULD BE BLANK ON INQUIRY

TRAN CODE 24

WHEN A PROJECT (OR PROJECTS) WITH AN APPROPRIATION IS ESTABLISHED, THE PERIOD INDICATOR IS SET AT ZERO. TO MAKE AN APPROPRIATION AVAILABLE FOR ALLOTTMENT AND BUDGET CONTROL USING "YES" PROCESSING RULES, IT IS NECESSARY TO USE THE "ROLL" TRANS REQUEST CODE 24 TO SET THE PERIOD INDICATOR TO "1" FOR THE FIRST BUDGET PERIOD. SUBSEQUENT PERIODS ARE SET, ONE AT A TIME WITH SUCCEEDING ROLLS AS DESCRIBED FOLLOWING.

BY ENTRY ON SCREEN "GASPRM00" TRAN CODE 24 IS USED TO ROLL THE ALLOTMENT PERIOD FORWARD OR BACKWARD FOR BUDGET PURPOSES. BY DEFINING A SPECIFIC PROJECT/ DEPARTMENT/ LINE IT IS POSSIBLE TO ROLL FORWARD A SINGLE RECORD, MANY, OR ALL RECORDS.

IF NO PROJECT IS SPECIFIED, ALL PROJECT/DEPARTMENT/LINE RECORDS WILL BE ROLLED.

IF ONE PROJECT IS SPECIFIED, ALL THE DEPARTMENT/ LINES WITHIN THE PROJECT WILL BE ROLLED.

IF ONLY THE PROJECT/ DEPARTMENT IS SPECIFIED, ALL LINES WITHIN THAT PROJECT'S DEPARTMENT WILL BE ROLLED.

DESIGNATION OF THE VARIOUS FIELDS FOR THE GASPRM SCREEN

REQUIRED FOR TRANSACTION CODE 24 FOLLOW:

FIELD NAME	SIZE	DIRECTIONS
TRANS REQUEST CODE:	2	"24" - ROLL PROJECT PERIODS FORWARD OR BACKWARDS
MODE:	1	"T" FOR TRANSACTION
TASK:	1	ENTER 1 THROUGH 9 FOR TRAN CODE "24" FOR THE FIRST NINE PERIODS TO BE ROLLED FORWARD FOR BUDGET CONTROL PURPOSES. FOR THE TENTH PERIOD, USE "0" (ZERO), FOR THE 11TH MONTH, USE "A" AND FOR THE TWELFTH USE "B".
FY:	2	FISCAL YEAR DESIGNATED FOR THE PROJECT
PSWD:	8	AGENCY ASSIGNED SECURITY NAME
OPERID:	3	OPERATOR'S INITIALS
AGCY-CD:	2	AGENCY ASSIGNED ALPHA DESIGNATION
DIV:	2	NUMBER REQUIRED ONLY FOR CERTAIN AGENCIES NEEDING DIVISIONAL SECURITY.

CHAPTER 6

CASH RECEIPTS ACCOUNTING
WITH
OPTIONAL ACCOUNTS RECEIVABLE

CASH RECEIPTS AND ACCOUNTS RECEIVABLE ACCOUNTING

CASH RECEIPTS ACCOUNTING

GENERALIZED ACCOUNTING SYSTEM CASH RECEIPTS MAINTENANCE

TASK

CREATE OR DELETE CASH RECEIPTS RECORDS, SUMMARIZING TOTALS IN SPECIAL PROJECT RECORDS ESTABLISHED FOR CASH CONTROL.

NARRATIVE

THE CASH RECEIPTS ACCOUNTING MODULE USES STANDARD GAS II TRANSACTIONS WITH REGULAR PROJECT RECORDS FOR SUMMARY AND CONTROL. HOWEVER IT USES A SPECIAL INPUT SCREEN TO FOLLOW CONVENTIONAL CUSAS CONCEPTS OF RECEIPTS PROCESSING. WHEN THE CASH RECEIPTS ACCOUNTING MODULE IS USED, MONIES RECEIVED MAY BE RECORDED REFLECTING DEPOSITS MADE TO THE TREASURER'S CLEARING ACCOUNT AND THEN TRANSFERING THESE DEPOSITS TO THE TREASURY UNDER THE COMPTROLLERS RULES WHICH REQUIRE RECORDING FUNDS BY AGENCY, FUND, SOURCE, AND SUB-SOURCE. IF DEPOSITS SENT TO

THE TREASURER ARE TO BE ACCOUNTED FOR OUTSIDE A PROJECT, FUNDS TRANSMITTED THROUGH A FORM 64 TO THE COMPTROLLER MAY BE DIRECTLY ENTERED TO THE PROPER SOURCE AND SUBSOURCE AND CONCURRENTLY TO THE PROJECT CASH CONTROL ACCOUNT WHICH IS FURTHER DESCRIBED BELOW.

FOR RELATING CASH RECEIPTS TO STANDARD GAS II PROJECT ACCOUNTING IT SHOULD BE NOTED THAT THE TRANSACTIONS WORK THE SAME, ONLY THE THE SCREEN IS DIFFERENT.

BEFORE CASH RECEIPTS ACCOUNTING SCREENS CAN BE USED, IT WILL HAVE BEEN NECESSARY TO SET UP A PROJECT/DEPARTMENT/LINE FOR EACH ACCOUNTING RECORD NEEDED AS EXPLAINED IN CHAPTER 5.

CORRELATIONS BETWEEN CASH RECEIPTS AND PROJECT ACCOUNTING ARE:

THE AGENCY NUMBER IS THE SAME FOR BOTH PROJECT AND CASH RECIEPTS
THE FUND NUMBER IS THE PROJECT NUMBER
THE SOURCE NUMBER IS THE PROJECT DEPARTMENT NUMBER
THE SUB-SOURCE NUMBER IS THE PROJECT DEPARTMENT LINE NUMBER
THE OFFICE IS THE PROJECT DETAIL OBJECT CODE.

BECAUSE LINE ITEMS AND DETAIL OBJECT CODES ARE CUSAS DEFINED CONCEPTS, USING THESE REFERENCES IN CASH RECEIPTS REQUIRES THAT CUSAS RULES NOT NEEDED FOR CASH MANAGEMENT BE DISABLED, AND SPECIAL PROJECT PROGRAM PROCEDURES MUST BE USED. THESE PROVISIONS ALLOW FOR A LINE ITEM'S NUMBER TO BE LESS THAN 1000, WHICH ALTHOUGH INVALID FOR CUSAS VOUCHERS, ARE VALID FOR THE CUSAS CASH RECEIPTS AND THREFORE ARE NOT

RESTRICTED BY CUSAS DETAIL OBJECT RULES. THUS ANY LINE (SUBSOURCE) WITH A NUMBER OF LESS THAN 1000 MAY HAVE ANY DETAIL OBJECT CODE (OFFICE) OF LESS THAN 1000. FUNDS, SOURCES, AND SUBSOURCES ARE ALL THREE DIGIT CODES AND AS SUCH QUALIFY AS VALID ITEMS IN A PROJECT UNDER THE "LESS THAN 1000" RULES. WHERE CUSAS SUBSOURCE CODES ARE "000", IT IS NECESSARY TO USE A CORRESPONDING "LINE" CODE OF "0001" AS GAS RECOGNIZES THE FOUR DIGIT ZERO CODE FOR SPECIAL MULTIPLE POSTING RULES NOT COMPATIBLE WITH SUBSOURCE ZERO IDENTIFICATION.

SETTING UP RECEIPTS RECORDS

IN ACCORDANCE WITH THE STANDARD PRACTICE OF NON-MIXTURE OF FUNDS A PROJECT SHOULD BE SET UP FOR EACH FUND FOR WHICH RECEIPTS MAY BE RECEIVED. A DEPARTMENT SHOULD BE SET UP FOR EACH SOURCE/SUBSOURCE TO BE ACCOUNTED FOR. IN ADDITION WHERE IT IS DESIRED TO RECORD DEPOSITS WITH THE TREASURER, A TREASURER'S CLEARING ACCOUNT MAY BE SET UP AS A SEPARATE DEPARTMENT. LASTLY, A CASH CONTROL ACCOUNT ACCOUNT SHOULD BE SET UP WITH THE SPECIAL DEPARTMENT NUMBER 9999, LINE 0000 WHICH BY PROGRAM DESIGN ACCEPTS RECEIPTS CREDITED TO DEPARTMENT 9999 AND MULTI DEPARTMENTS ONE THROUGH FIVE.

PROCESS CASH RECEIPTS

POSTING CASH RECEIPTS USING THE CASH RECEIPTS/ACCOUNTS RECEIVABLE SCREEN FOLLOWS RULES SIMILAR TO THOSE REQUIRED FOR THE RECORDING OF A PROJECT VOUCHER. THE TRANSACTION CODE USED IS THE SAME AS THAT FOR A PROJECT VOUCHER, BUT IS ENTERED TO THE CASH RECEIPTS/ACCOUNTS RECEIVABLE SCREEN.

THE BASIC DIFFERENCE IN USAGE IS THAT OF THE ENTRY OF THE THREE DIGIT CODES COMMON TO CUSAS WHICH WHEN ENTERED TO THE "GASCRM00" SCREEN ARE PRECEDED BY A LEADING "0".

ACCOUNTS RECEIVABLE ACCOUNTING

GENERALIZED ACCOUNTING SYSTEM ACCOUNTS RECEIVABLE MAINTENANCE

TASK

CREATE OR DELETE AN ACCOUNTS RECEIVABLE RECORD

NARRATIVE

ACCOUNTS RECEIVABLE PROCESSING IS ACCOMPLISHED USING THE CASH RECEIPTS/ACCOUNTS RECEIVABLE INPUT SCREEN "GASCRM00". USING THIS SCREEN THE SAME TRANSACTION USED FOR CREATION OF ACCOUNTS PAYABLE IS USED, FOLLOWING THE SAME PROCEDURES FOR ACCOUNTS PAYABLE ENTRY.

THE TYPE CODE USED TO ESTABLISH A RECEIVABLE RECORD IS THE "DM" -DEBIT MEMO ENTRY. USUALLY IT IS BEST TO USE A ZERO DOLLAR AMOUNT SO SUBSEQUENT ENTRIES MAY BE ORIGINATED AND CONTROLLED WITH OTHER TRANS-ACTION CODES. THE DEBIT MEMO ENTRY IS REQUIRED TO SET UP THE INITIAL ENTRY FOR AN ACCOUNT RECEIVABLE, THE PRINCIPAL IDENTIFIER OF WHICH IS THE FEIN NUMBER. ONCE THE FIRST ENTRY OR INVOICE IS SET UP WITH A DEBIT MEMO, TRANSACTIONS MAY BE POSTED AGAINST THE VENDOR RECORD AT

WILL. NO SPECIAL BALANCE CONSIDERATIONS ARE REQUIRED TO CONTROL POSTING. DELETION OF RECEIPT RECORDS RESULTS IN THE ADDITION OF ACCOUNTS PAYABLE DETAIL. ACCOUNTS PAYABLE MAY NOT BE DELETED ONCE THERE ARE RECEIPTS TOTALS PRESENT IN THE ACCOUNTS RECEIVABLE SUMMARY RECORD. CORRECTING OFFSETS ARE USED IN PLACE OF DELETES.

CASH RECEIPTS WITH ACCOUNTS RECEIVABLE PROCESSING

TASK

POST A CASH RECEIPTS TRANSACTION CONCURRENTLY POSTING TO AN ACCOUNTS RECEIVABLE RECORD

NARRATIVE

WHERE A MAJOR OBJECTIVE IS TO RECORD AND MONITOR TRANSACTIONS AFFECTING ACCOUNTS RECEIVABLE, IT IS POSSIBLE TO POST AND ACCOUNT FOR RECEIPTS AND AT THE SAME TIME UPDATE AN ACCOUNTS RECEIVABLE RECORD. THIS IS ACCOMPLISHED USING THE GASCRM00 SCREEN WITH A SPECIAL TRANSACTION ACCOMPLISHING BOTH PROCESSES.

USING THE COMMAND "/FOR GASCRM" THE CASH RECEIPTS SCREEN WILL BE DISPLAYED AS ILLUSTRATED ON THE FOLLOWING PAGE.

SCREEN "GASCRM00"

```
GASCRM00   CASH RECEIPTS/ACCOUNTS RECEIVABLE    DATE
ERROR CODE:
                TRANS REQUEST CODE:      MODE:
  TASK:  TYPE:  PROJ FY:     PSWD:        OPRID:  AGCY-CD:
  BATCH:        FEIN:          FEIN EDIT OVERRIDE:  PSWD/DIV:
      VCHR/TRANSMITTAL NO:           DATE:      VCHR/SEQ:
   AGCY:   PROJ/FUND NO:   DEPT/SOURCE:     LINE/SUBSOURCE:
  DOC/OFFICE:        AMT:        DESCR:
       DOC:     DOC:     DOC:     DOC:     DOC:
  AMOUNT:      AMOUNT:     AMOUNT:      AMOUNT:      AMOUNT:

     DEPT:     DEPT:     DEPT:     DEPT:     DEPT:
  AMOUNT:      AMOUNT:     AMOUNT:      AMOUNT:      AMOUNT:

    AC/REC INV-NO:              INV-DATE:          REF-DOC-NO:
```

ON THE FOLLOWING PAGES CONTENTS AND USAGE OF THE THREE TRANSACTIONS ARE DESCRIBED.

TRAN CODE 05

DESCRIPTIONS OF THE VARIOUS FIELDS FOR THE GASCRM SCREEN

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
D - DELETE RECORD

R - REQUIRED
B - MUST BE BLANK
O - OPTIONAL OR NOT TESTED

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	TRANS REQUEST CODE:	2	"05" PROCESS A CASH RECEIPTS RECORD
R	R	MODE:	1	"T" TRANSACTION.
R	R	TASK:	1	"A" ADD A CASH RECEIPTS RECORD "D" - DELETE RECORD
R	R	TYPE:	2	"DR" - FOR DEBIT "DM" - DEBIT MEMO WHICH, IN CASH RECEIPTS, IS TREATED ON REPORTS AS A NEGATIVE CREDIT TO REFLECT ENTRIES SUCH AS BAD CHECKS AND OTHER REVERSALS "CM" - CREDIT MEMO REPRESENTING ANY VALID ACCOUNTING CONCEPT CREDIT MEMO'S ARE TREATED AS NEGATIVE EXPENDITURES SUCH AS CANCELLED PAYMENTS IN APPLICABLE REPORTS "RF" - REFUND PROCESSED THE SAME AS A CREDIT MEMO "CR" - CASH RECEIPTS ENTRY
R	R	PROJ FY:	2	DESIRED FISCAL YEAR AS REQUIRED FOR THE PROJECT
R	R	PSWD:	8	THE 8-CHARACTER SECRET PASSWORD. NOT DISPLAYED WHEN ENTERED

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	OPERID:	3	THREE LETTERS REPRESENTING THE OPERATOR'S INITIALS
R	R	AGCY-CD:	2	TWO LETTERS REPRESENTING THE IMS ASSIGNED AGENCY CODE
R	R	BATCH:	8	TWO DIGIT CALENDAR YEAR, THREE DIGIT JULIAN DATE, AND THREE DIGITS, USERS CHOICE FROM 000 TO 999 SHOULD NOT BE EARLIER THAN THE PAST TEN BUSINSS DAYS
R	R	FEIN:	16	SIXTEEN NUMERIC CHARACTERS (GREATER THAN ZERO) REPRESENTING THE CUSAS DEFINED VENDOR IDENTIFICATION NUMBER
O		FEIN EDIT OVERRIDE:	1	NORMALLY LEFT BLANK AS THIS IS AN AGENCY DETERMINED OPTION STORED IN THE PROGRAM. THE AGENCY MAY OR MAY NOT REQUIRE CHECKING THE VENDOR DATA BASE FOR A VALID VENDOR RECORD. "Y" IS ENTERED TO AFFECT THE CURRENT TRANSACTION WHEN THE AGENCY HAS NOT EXERCISED ITS OPTION OF REQUIRING PRESENCE OF A NAME REPRESENTING THE FEIN PRESENT ON THE SCREEN IN THE VENDOR DATA BASE. THE "Y" WILL FORCE A CHECK TO ENSURE THE VENDOR'S NAME HAS BEEN ENTERED INTO THE VENDOR FILE. "N" IS ENTERED IF THE AGENCY'S OPTION IS TO REQUIRE THE VENDOR'S NAME TO BE ON FILE BUT WISHES TO OVERRIDE THAT CHOICE FOR THE CURRENT TRANSACTION ONLY.
O	O	PSWD/DIV:	2	DIVISION NUMBER AS DESIGNATED ON F1 FORM. REQUIRED ONLY FOR CERTAIN AGENCIES NEEDING DIVISIONAL SECURITY. NOT CHECKED ON DELETE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	VCHR/TRANSMITTAL NO:	8	FOUR ALPHA/NUMERIC PLUS FOUR NUMERIC CHARACTERS REPRESENTING THE BASIC RECEIPT NUMBER OF A CASH RECEIPT. SINCE A RECEIPT IS A "CR" FOR WHICH A DEBIT ZERO RECORD MAY HAVE BEEN SET UP, THE INDIVIDUAL ENTRY NUMBER IS AUTOMATICALLY ASSIGNED FOR EACH RECEIPT AND IS GREATER THAN 0001, AS DESCRIBED UNDER "VCHR/SQ:". HOWEVER, IF DESIRED, THE '9000' SERIES VOUCHER SEQUENCE NUMBER EXPLAINED BELOW WILL ALLOW CASH RECEIPTS OR CREDIT MEMOS TO BE POSTED WITHOUT NEEDING CORRESPONDING DEBIT ZERO RECORDS.
R	B	DATE:	6	DATE OF CASH RECEIPT - MM DD YY MUST BE BLANK ON DELETE
R	R	VCHR/SQ:	4	SEQUENCE NUMBER ASSIGNED BY THE SYSTEM TO CONSECUTIVE RECEIPTS IN THE ORDER ENTERED. ENTERED INTO THE FIELD "VCHR/SQ:" BY THE USER ONLY WHEN IT IS NECESSARY TO IDENTIFY A SPECIFIC RECEIPT FOR DELETION. IF THE USER WANTS TO POST CASH RECEIPTS INDEPENDENT OF ZERO DEBIT VOUCHER SEQUENCE CONTROLS, THEN FOR EACH CASH RECEIPTS ENTERED A VCHR/SQ NUMBER OF '9000' SHOULD BE USED. IF IT IS DESIRED TO USE THE SAME RECEIPT NUMBER FOR MORE THAN ONE ENTRY, THE SECOND RECEIPT SHOULD HAVE A VCHR/SQ OF '9001'. SUBSEQUENT ENTRIES FOR THE SAME RECEIPT NUMBER SHOULD BE USED WITH '9001' AND THE SYSTEM WILL KEEP TRACK OF THE NEXT SEQUENTIAL 9000 SERIES NUMBER TO BE ASSIGNED.
R	B	AGCY:	3	AGENCY NUMBER GREATER THAN ZERO. MUST BE BLANK ON DELETE.
R	R	PROJ/FUND NO:	4	FOUR DIGIT NUMBER. WHEN USED TO REPRESENT THE FUND FOR CASH RECEIPTS, CONVENTIONALLY THE FIRST DIGIT SHOULD BE "0" TO CONFORM TO CUSAS REQUIREMENTS OF A THREE DIGIT FUND CODE.

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	DEPT/SOURCE:	4	FOUR DIGIT NUMBER. WHEN USED TO REPRESENT THE CASH RECEIPTS SOURCE, CONVENTIONALLY THE FIRST DIGIT SHOULD BE "0" TO CONFORM TO CUSAS REQUIREMENTS OF A THREE DIGIT SOURCE CODE. IF ONE OR MORE MULTI DEPARTMENTS ARE REFERENCED, "DEPT/SOURCE:" MUST BE "9999", AND A PROJECT ASSOCIATED WITH THE VOUCHER MUST INCLUDE A DEPARTMENT/LINE RECORD 9999/0000
R	R	LINE/SUB SOURCE:	4	FOUR DIGIT NUMBER. WHEN USED TO REPRESENT THE CASH RECEIPTS SUB SOURCE, CONVENTIONALLY THE FIRST DIGIT SHOULD BE "0" TO CONFORM TO CUSAS REQUIREMENTS OF A THREE DIGIT SUB SOURCE CODE.
R		DOC/OFFICE	4	SAME AS A DETAIL OBJECT CODE IN A VOUCHER POSTING. AVAILABLE FOR USE AS A MINOR CLASSIFICATION WITHIN A SUB-SOURCE AND SHOULD BE GREATER THAN ZERO AND LESS THAN 1000 TO STAY WITHIN THE THREE DIGIT CODE STRUCTURE OF THE SOURCE/SUBSOURCE NUMBERS. MUST BE "0000"IF MULTIPLE OFFICES AS INDICATED IN "DOC...DOC" BELOW.
R	B	AMT:	11	AMOUNT OF CASH RECEIPT. ENTER FROM LEFT TO RIGHT, WITH NO COMMAS OR DECIMAL POINT. IT IS A PROPER ACTION TO USE KEY "ERASE EOF" TO CLEAR THE FIELD "AMOUNT" BEFORE MAKING AN ENTRY. MUST BE BLANK ON DELETE
R	B	DESCR:	30	THIRTY CHARACTER DESCRIPTION OF THE CASH RECEIPT MUST BE BLANK ON DELETE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		DOC:...DOC:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE
R			4	FOR MORE THAN ONE DETAIL OBJECT CODE WHEN SINGLE DETAIL OBJECT CODE FIELD ABOVE CONTAINS "0000" FROM TWO TO FIVE MULTIPLE DETAIL OBJECT CODES VALID FOR A SINGLE RECEIPT EXCEPT THAT MULTIPLE DETAIL OBJECT CODES ARE NOT VALID WHEN PRESENT WITH MULTIPLE DEPARTMENT/SOURCE ENTRIES.
B		AMOUNT...AMOUNT:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE/ OFFICE IS PRESENT.
R			11	FROM TWO TO FIVE MULTIPLE AMOUNTS CORRESPONDING TO RESPECTIVE DETAIL OBJECT/OFFICE CODES ENTERED IN THE PRECEDING FIELDS. THE SUM OF THE MULTIPLE AMOUNTS MUST EQUAL THE AMOUNT OF THE CASH RECEIPT ENTRY AMOUNT.
	B			MUST BE BLANK ON DELETE
B		DEPT...DEPT:		MUST BE BLANK IF MORE THAN ONE DETAIL OBJECT CODE PRESENT
R			4	FOR ONE OR MORE DEPARTMENTS WHEN DEPT/SOURCE FIELD ABOVE CONTAINS "9999" MULTIPLE DEPARTMENTS ARE NOT VALID IF MULTIPLE DETAIL OBJECT CODES ABOVE ARE PRESENT.
	B			MUST BE BLANK ON DELETE IF DEPT/SOURCE" IS NOT "9999"
	R			MUST BE PRESENT IF RESIDENT IN DATA BASE RECORD. SEE NOTE FOLLOWING

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
O	B	%IND:	1	OPTIONAL PERCENTAGE INDICATOR "Y". USED WITH "AMOUNT:...AMOUNT:" AS EXPLAINED BELOW
O		AMOUNT:...AMOUNT	11	FROM ONE TO FIVE MULTIPLE AMOUNTS CORRESPONDING TO RESPECTIVE DEPARTMENT CODES ENTERED IN THE PRECEDING FIELDS. THE SUM OF THE MULTIPLE AMOUNTS MUST EQUAL THE AMOUNT OF THE CASH RECEIPT ENTRY AMOUNT. IF PERCENTAGE INDICATOR IS "Y" THE AMOUNT FIELDS SHOULD CONTAIN PERCENTAGESS EXPRESSED AS 00.00 TO 99.99 CORRESPONDING TO MULTI DEPARTMENTS ENTERED ABOVE. THE PERCENTAGE AMOUNTS ENTERED MUST TOTAL 100% THE PROGRAM WILL CALCULATE AMOUNTS TO BE DISTRIBUTED TO VARIOUS DEPARTMENTS AND DISPLAY THE RESULTS AFTER THE CASH RECEIPT HAS BEEN ENTERED
	R			MUST CONTAIN CORRECT DOLLARS AS PER NOTE BELOW IF MULTI DEPARTMENT/SOURCES ARE TO BE DELETED.
	B			MUST BE BLANK ON DELETE IF DEPT/SOURCE: IS OTHER THAN "9999"

NOTE: THE CASH RECEIPTS SCREEN DOES NOT SUPPORT INQUIRY TRANSACTIONS. IF A PROJECT VOUCHER IS TO BE DELETED ON A CASH RECEIPTS SCREEN AND THAT VOUCHER HAS MULTI DEPARTMENTS (AS EVIDENCED BY THE "9999" PRINCIPAL DEPARTMENT NUMBER) IT IS IMPERATIVE THAT AN 05 "I" TRAN CODE BE USED ON SCREEN "GASECM00" TO QUERY THE VOUCHER TO BE DELETED AND DETERMINE THE PROJECT/DEPARTMENT NUMBERS OF THE MULTIPLE DEPARTMENTS. WHEN THIS INFORMATION IS DISCERNED, IT SHOULD BE ENTERED INTO THE DELETE TRANSACTION ON SCREEN "GASCRM00". IF ANY OF THE MULTIPLE DEPARTMENTS ARE ENTERED ON THE SCREEN IN ERROR AND HAPPEN TO BE AN EXISTING DEPARTMENT THE DELETION WILL AFFECT THE PROJECT/DEPARTMENT/LINE REFERENCED IN THE DELETE TRANSACTION. SUCH AN ERROR WILL RESULT IN THE TOTAL OF VOUCHER TRANSACTIONS BEING UNEQUAL TO THEIR RESPECTIVE PROJECT/DEPARTMENT/LINE SUMMARIES SUCH AS MAY BE DISPLAYED IN PROJECT INQUIRIES. SUCH AN ERROR CAN ONLY BE CORRECTED BY DETERMINING THE ORIGINAL MISTAKE, ADDING IT BACK AS INCORRECTLY DELETED AND THEN RE-ENTERING THE ORIGINAL DELETE AS IT SHOULD HAVE BEEN MADE.

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B	B	AC/REC INV-NO:		MUST BE BLANK ON ADD OR DELETE
B	B	INV-DATE:		MUST BE BLANK ON ADD OR DELETE
O	O	REF-DOC-NO:	10	NONE TO TEN ALPHA/NUMBERIC CHARACTERS FOR ADDITIONAL DETAILED REFERENCE TO A CASH RECEIPT. SPACES ARE ACCEPTABLE. NOT CHECKED ON DELETE.

TRAN CODE 06

CREATE, OR POST TO AN ACCOUNTS RECEIVABLE RECORD

DESCRIPTIONS OF THE VARIOUS FIELDS FOR THE GASCRM SCREEN

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
D - DELETE RECORD

R - REQUIRED
B - MUST BE BLANK
O - OPTIONAL OR NOT TESTED

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	TRANS REQUEST CODE:	2	"06" CREATE OR POST TO AN ACCOUNTS RECEIVABLE RECORD
R	R	MODE:	1	"T" - FOR "TRANSACTION"
R	R	TASK:	1	"A" - FOR ADD RECORD "D" - FOR DELETE RECORD SPECIAL NOTE: DELETION ELIMINATES THE VENDOR RECORD AND ALL RELATED ACCOUNTS RECEIVABLE DM'S OR CM'S POSTED. HOWEVER IF CASH RECEIPTS HAVE BEEN POSTED WITH RESULTANT ACCOUNTS RECEIVABLE POSTINGS, NEITHER THE RECEIVABLE RECORD OR ITS ASSOCIATED ENTRIES MAY BE DELETED.
R		TYPE:	2	"DM" TO SET UP OR ADD A DEBIT MEMO TO AN ACCOUNTS RECEIVABLE FILE, THE IDENTIFICATION OF WHICH IS THE "FEIN" RECORD "CM" TO SET UP OR ADD A CREDIT MEMO TO AN ACCOUNTS RECEIVABLE FILE, THE IDENTIFICATION OF WHICH IS THE "FEIN" RECORD
R	R	PROJ FY:	2	PROJECT FISCAL YEAR AS REQUIRED
R	R	PSWD:	8	AGENCY DETERMINED SECURITY CODE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	OPERID:	3	OPERATOR'S ASSIGNED IDENTIFICATION
R	R	AGCY-CD:	2	AGENCY'S ASSIGNED ALPHA CODE IDENTIFICATION
B	B	BATCH:		MUST BE BLANK FOR ADD OR DELETE
R	R	FEIN:	16	FEDERAL EMPLOYER'S IDENTIFICATION NUMBER; REQUIRED TO SET UP AN ACCOUNTS PAYABLE RECORD
B		FEIN EDIT OVERRIDE:		NORMALLY LEFT BLANK AS THIS IS AN AGENCY DETERMINED OPTION STORED IN THE PROGRAM. THE AGENCY MAY OR MAY NOT REQUIRE CHECKING THE VENDOR DATA BASE FOR A VALID VENDOR RECORD TO OVERRIDE THE PROGRAM INSERTION OF A "Y" OR "N" WILL CHANGE THE USUAL PROGRAMMED CHOICE AS FOLLOWS
O			1	"Y" - PROGRAM IS TO CHECK VENDOR DATA BASE FOR PRESENCE OF A VALID FEIN RECORD RELATING TO THIS ACCOUNTS RECEIVABLE ENTRY, REJECTING THE TRANSACTION IF ABSENT
O				"N" - VENDOR DATA BASE IS NOT TO BE CHECKED FOR PRESENCE OF A VALID VENDOR RECORD
	O			NOT CHECKED FOR DELETE
O	O	PSWD/DIV:	2	DIVISION NUMBER AS DESIGNATED ON F1 FORM. REQUIRED ONLY FOR CERTAIN AGENCIES NEEDING DIVISIONAL SECURITY. NOT CHECKED ON DELETE
B	B	VCHR/TRANSMITTAL NO:		MUST BE BLANK FOR ADDS AND DELETES
B	B	DATE:		MUST BE BLANK FOR ADDS AND DELETES

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B	B	VCHR/SEQ:		MUST BE BLANK FOR ADD OR DELETE TRANSACTION
R	R	AGCY:	3	VALID AGENCY GREATER THAN ZERO.
B	B	PROJ/FUND:NO		MUST BE BLANK FOR ADDS AND DELETES
B	B	DEPT/SOURCE:		MUST BE BLANK FOR ADDS AND DELETES
R		LINE/SUB SOURCE:	4	FOR ACCOUNTS RECEIVABLE PROCESSING MAY BE 0001 TO 0999
	B			MUST BE BLANK FOR DELETE
R		DOC/OFFICE	4	SAME AS A DETAIL OBJECT CODE IN A VOUCHER POSTING. AVAILABLE FOR USE AS A MINOR CLASSIFICATION WITHIN A SUB-SOURCE AND SHOULD BE GREATER THAN ZERO AND LESS THAN 1000 TO STAY WITHIN THE THREE DIGIT CODE STRUCTURE OF THE SOURCE/SUBSOURCE NUMBERS
R		AMOUNT:	11	ENTER DOLLAR AMOUNT AND STRIKE "ERASE EOF" KEY, DEPRESS LEFT FIELD MARK KEY TO SKIP TO DESCRIPTION FIELD. THIS WILL LEFT ZERO FILL THE AMOUNT FIELD. A ZERO AMOUNT IS ACCEPTABLE FOR ACCOUNTS RECEIVABLE SETUP IF SO REQUIRED.
	B			MUST BE BLANK FOR DELETE
R		DESCR:	30	USER'S DESCRIPTION OR VENDOR NAME
O				NOT CHECKED FOR DELETE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B	B	DOC:...DOC:		NOT USED FOR ACCOUNT RECEIVABLE
B	B	AMOUNT:...AMOUNT:		MUST BE BLANK ON ADD OR DELETE
B	B	DEPT:...DEPT:		NOT USED FOR ACCOUNT RECEIVABLE
B	B	AMOUNT:...AMOUNT:		MUST BE BLANK ON ADD OR DELETE; WILL NOT BE DISPLAYED ON INQUIRY
R		AC/PAY INV NO:	10	TEN CHARACTER ALPHA/NUMERIC FIELD REFERENCING A SPECIFIC ACCOUNTS RECEIVABLE DOCUMENT
	B			MUST BE BLANK FOR DELETE
R		INV DATE:	6	VALID DATE IN FORMAT OF MM/DD/YY REFERENCING THE RECEIVABLE DOCUMENT
	B			MUST BE BLANK FOR DELETE
O		REF DOC NO:	10	OPTIONAL REFERENCE TO ACCOUNTS RECEIVABLE IN ADDITION TO THE INVOICE NUMBER
	B			MUST BE BLANK FOR DELETE

TRAN CODE 12

POST A CASH RECEIPT WITH ACCOUNTS RECEIVABLE DETAIL

THE LEGEND FOR THE ABREVIATIONS IN THE BOXES ARE:

A - ADD RECORD
D - DELETE RECORD

R - REQUIRED
B - MUST BE BLANK
O - OPTIONAL OR NOT TESTED

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	TRANS REQUEST CODE:	2	"12" - POST A CASH RECEIPTS RECORD WITH ACCOUNTS RECEIVABLE DETAIL
R	R	MODE:	1	"T" - FOR "TRANSACTION"
R	R	TASK:	1	"A" - FOR ADD RECORD "D" - FOR DELETE RECORD
R	R	TYPE:	2	"DR" FOR DEBIT "DM" FOR DEBIT MEMO "CR" FOR CREDIT VOUCHER OR CASH RECEIPT, INCREASING PROJECT FUNDS "RF" FOR REFUND "CM" FOR CREDIT MEMO, ADJUSTING PROJECT FUNDS
R	R	PROJ FY:	2	REQUIRED FISCAL YEAR
R	R	PSWD:	8	AGENCY DETERMINED SECURITY CODE
R	R	OPERID:	3	OPERATOR'S ASSIGNED IDENTIFICATION
R	R	AGCY-CD:	2	AGENCY'S ASSIGNED ALPHA CODE IDENTIFICATION

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	BATCH:	8	TWO DIGIT CALENDAR YEAR, THREE DIGIT JULIAN DATE AND THREE DIGITS, USERS CHOICE FROM 000 TO 999 SHOULD NOT BE EARLIER THAN THE PAST TEN BUSINESS DAYS
R	R	FEIN:	16	FEDERAL EMPLOYER'S IDENTIFICATION NUMBER
O		FEIN EDIT OVERRIDE:	1	NORMALLY LEFT BLANK AS THIS IS AN AGENCY DETERMINED OPTION STORED IN THE PROGRAM. THE AGENCY MAY OR MAY NOT REQUIRE CHECKING THE VENDOR DATA BASE FOR A VALID VENDOR RECORD TO OVERRIDE THE PROGRAM INSERTING A "Y" OR "N" WILL CHANGE THE USUAL PROGRAMMED CHOICE AS FOLLOWS
O			1	"Y" - PROGRAM IS TO CHECK VENDOR DATA BASE FOR PRESENCE OF A VALID FEIN RECORD, FOR THIS VOUCHER, REJECTING THE TRANSACTION IF ABSENT
O				"N" - VENDOR DATA BASE IS NOT TO BE CHECKED FOR PRESENCE OF A VALID VENDOR RECORD
	O			NOT CHECKED FOR DELETE
O	O	PSWD/DIV:	2	DIVISION NUMBER AS DESIGNATED ON F1 FORM. REQUIRED ONLY FOR CERTAIN AGENCIES NEEDING DIVISIONAL SECURITY. NOT CHECKED ON DELETE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	VCHR/TRANSMITTAL NO:	8	FOUR ALPHA/NUMERIC PLUS FOUR NUMERIC CHARACTERS REPRESENTING THE BASIC RECEIPT NUMBER OF A CASH RECEIPT. SINCE A RECEIPT IS A "CR" FOR WHICH A DEBIT ZERO RECORD MAY HAVE BEEN SET UP, THE INDIVIDUAL ENTRY NUMBER IS AUTOMATICALLY ASSIGNED FOR EACH RECEIPT AND IS GREATER THAN 0001, AS DESCRIBED UNDER "VCHR/SQ:". HOWEVER, IF DESIRED, THE '9000' SERIES VOUCHER SEQUENCE NUMBER EXPLAINED BELOW WILL ALLOW CASH RECEIPTS OR CREDIT MEMOS TO BE POSTED WITHOUT NEEDING CORRESPONDING DEBIT ZERO RECORDS.
R	R	DATE:	6	VALID ENTRY DATE MM/DD/YY
R	R	VCHR/SQ:	4	SEQUENCE NUMBER ASSIGNED BY THE SYSTEM TO CONSECUTIVE RECEIPTS IN THE ORDER ENTERED. ENTERED INTO THE FIELD "VCHR/SQ:" BY THE USER ONLY WHEN IT IS NECESSARY TO IDENTIFY A SPECIFIC RECEIPT FOR DELETION. IF THE USER WANTS TO POST CASH RECEIPTS INDEPENDENT OF ZERO DEBIT VOUCHER SEQUENCE CONTROLS, THEN FOR EACH CASH RECEIPTS ENTERED A VCHR/SQ NUMBER OF '9000' SHOULD BE USED. IF IT IS DESIRED TO USE THE SAME RECEIPT NUMBER FOR MORE THAN ONE ENTRY, THE SECOND RECEIPT SHOULD HAVE A VCHR/SQ OF '9001'. SUBSEQUENT ENTRIES FOR THE SAME RECEIPT NUMBER SHOULD BE USED WITH '9001' AND THE SYSTEM WILL KEEP TRACK OF THE NEXT SEQUENTIAL 9000 SERIES NUMBER TO BE ASSIGNED.
R	R	AGCY:	3	VALID AGENCY GREATER THAN ZERO. MAY BE OTHER THAN AGENCY RESPONSIBLE FOR POSTING THE RECEIPT AS APPROPRIATE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
R	R	PROJ/FUND NO:	4	FOUR DIGIT NUMBER. WHEN USED TO REPRESENT THE FUND FOR CASH RECEIPTS, CONVENTIONALLY THE FIRST DIGIT SHOULD BE "0" TO CONFORM TO CUSAS REQUIREMENTS OF A THREE DIGIT FUND CODE.
R	R	DEPT/SOURCE:	4	FOUR DIGIT NUMBER. WHEN USED TO REPRESENT THE CASH RECEIPTS SOURCE, CONVENTIONALLY THE FIRST DIGIT SHOULD BE "0" TO CONFORM TO CUSAS REQUIREMENTS OF A THREE DIGIT SOURCE CODE. IF ONE OR MORE MULTI DEPARTMENTS ARE REFERENCED, DEPT/SOURCE: MUST BE "9999", AND A PROJECT ASSOCIATED WITH THE VOUCHER MUST INCLUDE A DEPARTMENT/LINE RECORD 9999/0000
R	R	LINE/SUB SOURCE:	4	FOUR DIGIT NUMBER. WHEN USED TO REPRESENT THE CASH RECEIPTS SUB SOURCE, CONVENTIONALLY THE FIRST DIGIT SHOULD BE "0" TO CONFORM TO CUSAS REQUIREMENTS OF A THREE DIGIT SUB SOURCE CODE.
R		DOC/OFFICE	4	SAME AS A DETAIL OBJECT CODE IN A VOUCHER POSTING. AVAILABLE FOR USE AS A MINOR CLASSIFICATION WITHIN A SUB-SOURCE AND SHOULD BE GREATER THAN ZERO AND LESS THAN 1000 TO STAY WITHIN THE THREE DIGIT CODE STRUCTURE OF THE SOURCE/SUBSOURCE NUMBERS. MUST BE "0000"IF MULTIPLE OFFICES AS INDICATED IN "DOC...DOC" BELOW.
R	B	AMT:	11	AMOUNT OF CASH RECEIPT. ENTER FROM LEFT TO RIGHT, WITH NO COMMAS OR DECIMAL POINT. IT IS A PROPER ACTION TO USE KEY "ERASE EOF" TO CLEAR THE FIELD "AMOUNT" BEFORE MAKING AN ENTRY. MUST BE BLANK ON DELETE
R	B	DESCR:	30	THIRTY CHARACTER DESCRIPTION OF THE CASH RECEIPT MUST BE BLANK ON DELETE

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
B		DOC:...DOC:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE
R			4	FOR MORE THAN ONE DETAIL OBJECT CODE WHEN SINGLE DETAIL OBJECT CODE FIELD ABOVE CONTAINS "0000" FROM TWO TO FIVE MULTIPLE DETAIL OBJECT CODES VALID FOR A SINGLE RECEIPT EXCEPT THAT MULTIPLE DETAIL OBJECT CODES ARE NOT VALID WHEN PRESENT WITH MULTIPLE DEPARTMENT/SOURCE ENTRIES.
B		AMOUNT...AMOUNT:		MUST BE BLANK IF ONLY ONE DETAIL OBJECT CODE/ OFFICE IS PRESENT.
R			11	FROM TWO TO FIVE MULTIPLE AMOUNTS CORRESPONDING TO RESPECTIVE DETAIL OBJECT/OFFICE CODES ENTERED IN THE PRECEDING FIELDS. THE SUM OF THE MULTIPLE AMOUNTS MUST EQUAL THE TOTAL CASH RECEIPT ENTRY AMOUNT.
	B			MUST BE BLANK ON DELETE
B		DEPT...DEPT:		MUST BE BLANK IF MORE THAN ONE DETAIL OBJECT CODE PRESENT
R			4	FOR ONE OR MORE DEPARTMENTS WHEN DEPT/SOURCE FIELD ABOVE CONTAINS "9999" MULTIPLE DEPARTMENTS ARE NOT VALID IF MULTIPLE DETAIL OBJECT CODES ABOVE ARE PRESENT.
	R			MUST BE PRESENT IF RESIDENT IN DATA BASE RECORD. SEE IMPORTANT NOTE AT END OF THESE CASH RECEIPTS - ACCOUNTS RECEIVABLE FIELD DESCRIPTIONS.

A	D	FIELD NAME	SIZE	CONTENTS AND USAGE
O	B	%IND:	1	OPTIONAL PERCENTAGE INDICATOR "Y". USED WITH "AMOUNT:...AMOUNT:" WHICH SEE NEXT.
O		AMOUNT:...AMOUNT	11	FROM ONE TO FIVE MULTIPLE AMOUNTS CORRESPONDING TO RESPECTIVE DEPARTMENT CODES ENTERED IN THE PRECEDING FIELDS. THE SUM OF THE MULTIPLE AMOUNTS MUST EQUAL THE AMOUNT OF THE CASH RECEIPT ENTRY AMOUNT. IF PERCENTAGE INDICATOR IS "Y" THE AMOUNT FIELDS SHOULD CONTAIN PERCENTAGESS EXPRESSED AS 00.00 TO 99.99 CORRESPONDING TO MULTI DEPARTMENTS ENTERED ABOVE. THE PERCENTAGE AMOUNTS ENTERED MUST TOTAL 100%. THE PROGRAM WILL CALCULATE AMOUNTS TO BE DISTRIBUTED TO VARIOUS DEPARTMENTS AND DISPLAY THE RESULTS AFTER THE CASH RECEIPT HAS BEEN ENTERED
	B			MUST BE BLANK ON DELETE IF "DEPT/SOURCE:": IS OTHER THAN "9999"
	R			MUST CONTAIN CORRECT DOLLARS AS PER IMPORTANT NOTE FOLLOWING IF MULTI DEPARTMENT/ SOURCES ARE TO BE DELETED.
R	R	AC/REC INV NO:	10	ACCOUNTS RECEIVABLE INVOICE NUMBER, ALPHA/NUMERIC NON-SPACE AND NON-ZERO, BUT NEED NOT BE ENTIRE TEN CHARACTERS.
R	R	INV DATE:	6	VALID DATE - MM/DD/YY
O		REF DOC NO:	10	OPTIONAL REFERENCE TO ACCOUNTS PAYABLE; SPACES ARE ACCEPTABLE
	R			ON DELETE, IF REF DOC NO WAS PRESENT IN THE ORIGINAL ENTRY IT MUST BE PRESENT FOR DELETE. SPACES ARE VALID WHEN ORIGINALLY PRESENT.

NOTE: THE CASH RECEIPTS SCREEN DOES NOT SUPPORT INQUIRY TRANSACTIONS. THEREFORE, IF A PROJECT VOUCHER IS TO BE DELETED ON A CASH RECEIPTS SCREEN AND THAT VOUCHER HAS MULTI DEPARTMENTS (AS EVIDENCED BY THE "9999" PRINCIPAL DEPARTMENT NUMBER) IT IS IMPERATIVE THAT AN 05 "I" TRAN CODE BE USED ON SCREEN "GASECM00" TO QUERY THE VOUCHER TO BE DELETED. FROM THE "GASECM00" SCREEN DETERMINE THE PROJECT/DEPARTMENT NUMBERS OF THE MULTIPLE DEPARTMENTS. WHEN THIS INFORMATION IS DISCERNED, IT SHOULD BE ENTERED INTO THE DELETE TRANSACTION ON SCREEN "GASCRM00". IF ANY ONE OF THE MULTIPLE DEPARTMENTS ARE ENTERED IN ERROR BUT HAPPENS TO BE A DEPARTMENT WHICH IS VALID, THE DELETION WILL AFFECT THE PROJECT/DEPARTMENT/LINE REFERENCED IN THE DELETE TRANSACTION. SUCH AN ERROR WILL RESULT IN THE TOTAL OF VOUCHER TRANSACTIONS BEING UNEQUAL TO THEIR RESPECTIVE PROJECT/DEPARTMENT/LINE SUMMARIES SUCH AS MAY BE DISPLAYED IN PROJECT INQUIRIES. SUCH AN ERROR CAN ONLY BE CORRECTED BY DETERMINING THE ORIGINAL MISTAKE, RE-POSTING IT AS INCORRECTLY DELETED AND THEN RE-ENTERING THE ORIGINAL DELETE AS IT SHOULD HAVE BEEN MADE.

CHAPTER 7

DESCRIPTIONS OF THE INQUIRY PROGRAMS
AVAILABLE TO GAS II USERS
HOW TO USE THE ON-LINE INQUIRY PROGRAMS
SAMPLE SCREEN DISPLAYS

INQUIRY PROGRAMS

USING THE EXPENDITURE CONTROL SCREEN "GASECM00" ("GASCRM00" FOR CASH RECEIPTS INFORMATION) AND BY USING VARIOUS TRANSACTION CODES IN CONJUNCTION WITH THE MODE "I" (FOR "INQUIRY"), A VARIETY OF INFORMATION CAN BE REPORTED ON LINE TO THE GAS II USER IN THE FORMAT OF SPECIAL REPORTS WHICH CAN ALSO BE PRINTED OUT AT WILL WHERE AN APPROPRIATE PRINTER IS AVAILABLE.

LISTED BELOW ARE THE VARIOUS REPORTS AVAILABLE.

TRAN CODE	REPORT DESCRIPTION
25 I	APPROPRIATION ACCOUNT SUMMARY BY MAJOR OBJECTS DISPLAY AN APPROPRIATION ACCOUNT WITH ITS MAJOR OBJECT CURRENT ALLOTMENT BALANCE, ENCUMBRANCE, OBLIGATION, AND VOUCHER TOTALS POSTED TO DATE WITH AN UNEXPENDED BALANCE SHOWN FOR EACH LINE ITEM.
26 I	MAJOR OBJECT APPROPRIATION, RESERVE AND ALLOTMENT SUMMARY DISPLAY A MAJOR OBJECT APPROPRIATION ACCOUNT WITH ANY INCREASES OR DECREASES TO IS AUTHORIZED SUM, RESERVES, IF ANY, QUARTERLY ALLOTMENTS, TOTAL ALLOTTED TO DATE, OBLIGATION TOTAL ACTIVITY, VOUCHER EXPENDITURE TOTALS, AND UNOBLIGATED FOR USE, ALONG WITH ENCUMBRANCE INFORMATION AND TOTAL UNENCUMBERED BALANCES AVAILABLE FOR THE REMAINDER OF THE FISCAL YEAR.
27 I	OBLIGATION SUMMARY BY MAJOR OBJECT DISPLAY ALL OBLIGATIONS ASSOCIATED WITH A SPECIFIC MAJOR OBJECT APPROPRIATION ACCOUNT.
28 I	ENCUMBRANCE SUMMARY BY MAJOR OBJECT DISPLAY ALL ENCUMBRANCES ASSOCIATED WITH A SPECIFIC MAJOR OBJECT APPROPRIATION ACCOUNT WITH THEIR CURRENT UNEXPENDED BALANCES.

TRAN CODE	REPORT DESCRIPTION
29 I	OBLIGATION DETAIL - SINGLE OBLIGATION DISPLAY INFORMATION RELATING TO A SPECIFIC OBLIGATION INCLUDING ITS ORIGINAL AMOUNT, ANY INCREASE OR DECREASE TRANSACTIONS, AND TOTAL VOUCHER ACTIVITY AGAINST IT ALONG WITH THE CURRENT NET BALANCE AVAILABLE FOR EXPENDITURE.
30 I	ENCUMBRANCE DETAIL - SINGLE ENCUMBRANCE DISPLAY A SINGLE ENCUMBRANCE TOGETHER WITH ANY INCREASES OR DECREASES TO ITS ORIGINAL AMOUNT, AND ANY DE-ENCUMBRANCE ACTIVITY RESULTING FROM OBLIGATIONS HAVING BEEN PROCESSED OR VOUCHER TOTALS WHICH MAY HAVE BEEN CHARGED DIRECTLY AGAINST THE ENCUMBRANCE.
31 I	ALL VOUCHER DETAIL WITHIN A MAJOR OBJECT DISPLAY ALL VOUCHERS HAVING BEEN POSTED AGAINST A SPECIFIC APPROPRIATION ACCOUNT MAJOR OBJECT. BY ENTERING A STARTING VOUCHER NUMBER ONLY THE VOUCHERS POSTED WITH THAT NUMBER AND THOSE HIGHER WILL BE DISPLAYED AND TOTALED.
32 I	VOUCHER DETAIL WITHIN A SINGLE ENCUMBRANCE DISPLAY ALL VOUCHERS HAVING BEEN POSTED AGAINST A SPECIFIC ENCUMBRANCE.
33 I	VOUCHER DETAIL WITHIN A SINGLE OBLIGATION DISPLAY ALL VOUCHERS HAVING BEEN POSTED AGAINST A SPECIFIC OBLIGATION.
34 I	PROJECT VOUCHER DETAIL WITHIN DEPARTMENT DISPLAY ALL PROJECT VOUCHERS ASSOCIATED WITH A SPECIFIC PROJECT DEPARTMENT AND LINE ITEM.

TRAN CODE	REPORT DESCRIPTION
35 I	CASH RECEIPTS SUB-SOURCE DETAIL WITHIN SOURCE DISPLAY ALL CASH RECEIPTS ASSOCIATED WITH A SPECIFIC AGENCY FUND SOURCE AND SUBSOURCE
36 I	CASH RECEIPTS FUND SUMMARY BY SOURCE/SUBSOURCE DISPLAY CASH RECEIPTS LISTED BY SUB-SOURCE WITHIN SOURCE
37 I	PROJECT SUMMARY BY DEPARTMENT/LINE TOTAL DISPLAY DEPARTMENT TOTALS WITHIN A PROJECT
38 I	DEPARTMENT SUMMARY BY LINE DISPLAY LINE TOTALS WITHIN A SPECIFIC PROJECT/DEPARTMENT
39 I	ACCOUNTS RECEIVABLE RECORD DETAIL DISPLAY ACCOUNTS RECEIVABLE DETAIL FOR A SINGLE DEBTOR
40 I	ACCOUNTS PAYABLE RECORD DETAIL DISPLAY ACCOUNTS PAYABLE DETAIL FOR A SINGLE VENDOR
41 I	MAJOR OBJECT APPROPRIATION INCREASE/DECREASE DETAIL DISPLAY INCREASE/DECREASE DETAIL ASSOCIATED WITH A MAJOR OBJECT APPROPRIATION ACCOUNT

42 I	TRIAL BALANCE FORMAT OF PROJECT/DEPARTMENT WITHOUT ALLOTMENTS DISPLAY NET DEBIT OR CREDIT BALANCES FOR ALL DEPARTMENTS WITHIN A PROJECT
43 I	TRIAL BALANCE FORMAT OF LINES WITHIN A DEPARTMENT WITHOUT ALLOTMENTS. DISPLAY NET DEBIT OR CREDIT BALANCES FOR ALL LINE ITEMS WITHIN A PROJECT/DEPARTMENT.
44 I	CASH RECEIPTS AND EXPENDITURES BY PROJECT/DEPARTMENT DISPLAY ALL DEPARTMENTS WITHIN A PROJECT IN TERMS OF ALLOTMENTS,CASH RECEIPTS, EXPENDITURES AND NET BALANCES AVAILABLE FOR EXPENDITURE
45 I	CASH RECEIPTS AMD EXPENDITURES BY DEPARTMENT/LINE DISPLAY ALL LINE ITEMS WITHIN A PROJECT/DEPARTMENT CONCERNING ALLOTMENTS,CASH RECEIPTS, EXPENDITURES AND NET BALANCES AVAILABLE FOR EXPENDITURE
46 I	APPROPRIATION ACCOUNT BY MAJOR OBJECT TOTALS DISPLAY AN APPROPRIATION ACCOUNT BY MAJOR OBJECT TOTALS REPORTING UNENCUMBERED BALANCES FOR EACH AVAILABLE FOR COMMITTMENT ALONG WITH APPROPRIATION, ENCUMBERED AND OBLIGATED AMOUNTS AND TOTAL VOUCHER EXPENDITURES
47 I	ENCUMBRANCE DETAIL OBJECT BALANCES CONTROLLED WITHIN A SINGLE ENCUMBRANCE DISPLAY CURRENT ORIGINAL OR AMMENDED BALANCES OF INDIVIDUAL DETAIL OBJECT CODES FOR A SINGLE ENCUMBRANCE AS MODIFIED BY VOUCHER EXPENDITURES FOLLOWING RULES ESTABLISHED BY PROCUREMENT BUREAU OF CENTRAL MANAGEMENT SERVICES FOR OBLIGATION OF COMMODITIES AND EQUIPMENT
48 I	OBLIGATION DETAIL OBJECT BALANCES CONTROLLED BY A SINGLE OBLIGATION DISPLAY CURRENT ORIGINAL OR AMMENDED BALANCES OF INDIVIDUAL DETAIL OBJECT CODES AS MODIFIED BY VOUCHER EXPENDITURES FOLLOWING RULES ESTABLISHED BY PROCUREMENT BUREAU OF CENTRAL MANAGEMENT SERVICES FOR OBLIGATION OF COMMODITIES AND EQUIPMENT

ON-LINE REPORTS

INQUIRY PROCEDURES

TO USE GAS II ON LINE TO MAKE INQUIRY INTO AN AGENCY'S RECORDS AND DISPLAY ANY OF THE REPORTS LISTED IN THE PREVIOUS SECTION, THE FOLLOWING PAGES SHOULD BE REFERENCED FOR EXAMPLES OF EACH REPORT. PRECEDING EACH EXAMPLE IS A SIMULATED SCREEN UPON WHICH THE REQUIRED INFORMATION HAS BEEN ENTERED TO ENABLE ACCESS OF THE WANTED REPORT.

NOTE THAT MANY FIELDS IN THE TRANSACTION REQUEST SCREENS WHICH FOLLOW HAVE NO INFORMATION ENTERED THEREIN NOR IS THERE ANY INDICATION THAT SUCH FIELDS SHOULD BE BLANK. UNLIKE THE VARIOUS POSTING TRANSACTIONS, INQUIRY TRANSACTIONS REQUIRE ONLY THAT THE IDENTIFYING INFORMATION CONCERNING THE REPORT DESIRED BE ENTERED. THIS ALLOWS AN INQUIRY TO BE MADE ABOUT A RECORD BEING CURRENTLY POSTED FOR WHICH SOME QUESTION HAS ARISEN, SUCH AS LACK OF FUNDS OR SUCH AS NON EXISTANCE OF A NECESSARY ELEMENT AS FOR INSTANCE THE REQUIREMENT FOR AN OBLIGATION TO EXIST TO PROPERLY PROCESS A VOUCHER.

WHEN THE SOUGHT AFTER INFORMATION IS FOUND, USING A "PA2" KEY TO RETURN TO THE TRANSACTION SCREEN, THE PERSON MAKING THE INQUIRY WILL FIND ALL OF THE DATA STILL AVAILABLE ON THE ORIGINAL SCREEN, MAKING IT UNNESSARY TO RE-ENTER THE INFORMATION TO CONTINUE PROCESSING HIS TRANSACTION, EXCEPT FOR CORRECTING ANY DATA HE DETERMINED WAS REQUIRED TO ENABLE HIS TRANSACTION TO BE PROPERLY POSTED.

IF THE INQUIRY WAS NOT MADE TO SOLVE A POSTING PROBLEM, THEN THE ACCESSED REPORT MAY BE STUDIED OR PRINTED DIRECTLY FROM THE CRT FOR

DISTRIBUTION TO A REQUESTING AUTHORITY, IF THE AGENCY HAS THE PARTICULAR EQUIPMENT REQUIRED FOR SUCH PRINT-OUT.

EACH REPORT DISPLAYED IS HEADED BY A SHORT DESCRIPTION WHICH ALSO IS REPEATED IN THE TABLE OF CONTENTS FOR CONVENIENT REFERENCE.

INQUIRY 25 - APPROPRIATION ACCOUNT SUMMARY BY MAJOR OBJECT TOTALS

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE THE REPORT

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
    TRANS REQUEST CODE: 25 MODE: I
TASK:   TYPE:    FY: 82 PSWD:(SECRET)OPERID: GWP AGCY-CD: GS
FEIN:                  FEIN EDIT OVERRIDE:
  VCHR:           DATE:         FUND: 001
AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH:
AMT:          DESCR:                                VCHR/SQ:
DOC:      SUBA: 0000
DOC:           DOC:      DOC:      DOC:      DOC:
AMOUNT:      AMOUNT:     AMOUNT:     AMOUNT:    AMOUNT:
OBLIG:           OBLIG:           OBLIG:
                   F/P:     ENCUM:
PROJ FY:   PROJECT NUMBER:      DEPARTMENT:     DEPT DIST% IND:
DEPT#:       DEPT#:     DEPT#:     DEPT#:     DEPT#:
AMOUNT:      AMOUNT:     AMOUNT:     AMOUNT:    AMOUNT:
AC/PAY INV-NO:           INV-DATE:           REF-DOCUMENT-NO:
```

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED AS A RESULT OF ENTERING THE ABOVE SCREEN.

APPROPRIATION ACCOUNT SUMMARY BY MAJOR OBJECT TOTALS

GASACI25 DEPARTMENT OF ADMINISTRATIVE SERVICES PAGE

ACCOUNTING DATE 12/03/81

CURRENT QUARTER ACCOUNT/SUMMARY

ACCOUNT: 82-001-442-01-0000-0000

NAME: GENERAL REVENUE FUND

LINE	CURRENT ALLOTMENT	ENCUMBRANCES	OBLIGATIONS	VOUCHER EXPENDITURES	UNEXPENDED ALLOTMENT
1120	47,925.00			38,245.45	9,679.55
1161	3.645.00			2,967.73	677.27
1170	2,760.00			1,601.59	1,158.41
1200	6,040.00	194.28	800.00	505.72	5,534.28
1291	7,680.00			3,716.35	3,963.65
1300	499.00		124.00		499.00
1302	499.00		121.00		499.00
1500	6.399.00		200.00		6,399.00
1700	2,799.00				2,799.00
1800	3,600.00		755.70	444.30	3,155.70
ACCOUNT TOTALS					
	81.846.00	194.28	2,000.70	47,481.14	34,364.86

THE ACCOUNT SUMMARY REPORT PROVIDES CURRENT ALLOTMENT INFORMATION WITH UNEXPENDED ALLOTMENT BALANCES. IF UNENCUMBERED BALANCES ARE DESIRED, REPORT "46 I" SHOULD BE REQUESTED.

INQUIRY 26 - MAJOR OBJECT APPROPRIATION STATUS REPORT

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
          TRANS REQUEST CODE: 26 MODE: I
TASK:    TYPE:    FY: 82 PSWD:(SECRET)OPERID: GWP AGCY-CD: GS
FEIN:                    FEIN EDIT OVERRIDE:
  VCHR:              DATE:          FUND: 001
AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH:
AMT:           DESCR:                              VCHR/SQ:
DOC:        SUBA: 0000 USER
DOC:             DOC:       DOC:       DOC:       DOC:
AMOUNT:        AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
OBLIG:                OBLIG:                OBLIG:
 OBLIG:              OBLIG:              OBLIG:
                        F/P:      ENCUM:
 PROJ FY:  PROJECT NUMBER:      DEPARTMENT:      DEPT DIST% IND:
DEPT#:          DEPT#:      DEPT#:      DEPT#:      DEPT#:
AMOUNT:         AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
AC/PAY INV-NO:              INV-DATE:              REF-DOCUMENT-NO:
```

THE SCREEN FOR TRANSACTION REQUEST 26 I ABOVE DIFFERS FROM SCREEN REQUEST 25 I ONLY IN THAT A SINGLE ADDITIONAL ELEMENT HAS BEEN ADDED TO THE IDENTIFICATION CODING -- THE ENTRY OF THE FIELD "LINE" WHICH IDENTIFIES A SPECIFIC APPROPRIATION ACCOUNT WITHIN A

AGENCY/FUND/DIVISION SET OF ACCOUNTS. FOLLOWING IS THE REPORT RESULTING FROM A "26 I" REQUEST.

REPORT OF MAJOR OBJECT APPROPRIATION STATUS

ACCOUNTING DATE 05/02/82

GASALI26 LINE ALLOTMENT SUMMARY

ACCOUNT: 82-001-442-01-0000-0000

LINE: 1200 TITLE: CONTRACTUAL SERVICES

	ALLOTMENT	APPROPRIATION
APPROPRIATION		100,000.00
NET INCREASE/DECREASE		100.00
ADJUSTED APPROPRIATION		100,100.00
ALLOTMENTS: QTR1 *	50,100.00	
QTR2	40,000.00	
QTR3	5,000.00	
QTR4	.00	
LESS: RESERVE		5,000.00
CURRENT ALLOTMENT TOTAL *	50,100.00	
LESS: VOUCHER EXPENDITURES	2,390.00	2,390.00
UNEXPENDED ALLOTMENT TOTAL	47,710.00	
LESS OBLIGATIONS	4,250.00	4,250.00
LESS ENCUMBRANCES		15,000.00
UNENCUMBERED APPROPRIATION		77,710.00
AVAILABLE FOR EXPENDITURE	47,710.00	=========

INQUIRY 27 - OBLIGATION SUMMARY BY MAJOR OBJECT

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 27

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
          TRANS REQUEST CODE: 27 MODE: I
TASK:    TYPE:     FY: 82 PSWD:(SECRET)OPERID: GWP AGCY-CD: GS
FEIN:                    FEIN EDIT OVERRIDE:
  VCHR:              DATE:          FUND: 001
AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH:
AMT:             DESCR:                              VCHR/SQ:
DOC:        SUBA: 0000
DOC:              DOC:        DOC:        DOC:        DOC:
AMOUNT:       AMOUNT:       AMOUNT:       AMOUNT:     AMOUNT:
OBLIG:              OBLIG:              OBLIG:
                       F/P:      ENCUM:
PROJ FY:  PROJECT NUMBER:      DEPARTMENT:       DEPT DIST% IND:
DEPT#:         DEPT#:      DEPT#:      DEPT#:      DEPT#:
AMOUNT:        AMOUNT:       AMOUNT:       AMOUNT:     AMOUNT:
AC/PAY INV-NO:            INV-DATE:              REF-DOCUMENT-NO:
```

TO OBTAIN THE REPORT OF ALL OBLIGATIONS FOR A SPECIFIC APPROPRIATION ACCOUNT, THE SAME DATA IS REQUIRED FOR ENTRY/RETRIEVAL AS WAS NEEDED TO OBTAIN THE APPROPRIATION ACCOUNT SUMMARY, "I 26".

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED AS A RESULT OF ENTERING THE ABOVE SCREEN.

GASACI27 PAGE

ACCOUNTING DATE 12/15/81

LINE OBLIGATION SUMMARY

ACCOUNT: 82-001-442-01-0000-0000 LINE: 1200 CONTRACT SVCS

OBLIGATION	ENCUMBRANCE	FEIN	DESCRIPTION	OBL. BALANCE
B1	A1	3471499366270401	BLANKET	2,250 00
B2		3212061496270401	THE BODY SHOP	2,000.00
			LINE OBLIG TOTAL	4,250.00

INQUIRY 28 - ENCUMBRANCE SUMMARY BY MAJOR OBJECT

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 28

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
          TRANS REQUEST CODE: 28 MODE: I
TASK:    TYPE:     FY: 82 PSWD:(SECRET)OPERID: GWP AGCY-CD: GS
FEIN:                    FEIN EDIT OVERRIDE:
  VCHR:              DATE:          FUND: 001
AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH:
AMT:              DESCR:                                VCHR/SQ:
DOC:       SUBA: 0000
DOC:              DOC:       DOC:       DOC:       DOC:
AMOUNT:       AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
OBLIG:              OBLIG:              OBLIG:
                      F/P:      ENCUM:
PROJ FY:    PROJECT NUMBER:      DEPARTMENT:     DEPT DIST% IND:
DEPT#:         DEPT#:      DEPT#:      DEPT#:      DEPT#:
AMOUNT:         AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
AC/PAY INV-NO:                INV-DATE:              REF-DOCUMENT-NO:
```

TO OBTAIN THE REPORT OF ALL ENCUMBRANCES FOR A SPECIFIC APPROPRIATION ACCOUNT, THE SAME DATA IS REQUIRED FOR ENTRY/RETRIEVAL AS WAS

NEEDED TO OBTAIN THE APPROPRIATION ACCOUNT SUMMARY, "I 26" AND, OR "I 27".

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED AS A RESULT OF ENTERING THE ABOVE SCREEN.

ENCUMBRANCE SUMMARY BY MAJOR OBJECT

GASACI28 PAGE

ACCOUNTING DATE 12/15/81

LINE ENCUMBRANCE SUMMARY

ACCOUNT: 82-001-442-01-0000-0000 LINE: 1200 CONTRACT SVCS

ENCUMBRANCE	FEIN	DESCRIPTION	ENC. BALANCE
A1	3471499366270401	BLANKET	12,250 00
B2	1234567899876601	SPECIAL SHOP	2.750.00
		LINE ENCUMBRANCE TOTAL	15,000.00

INQUIRY 29 - OBLIGATION DETAIL FOR A SINGLE OBLIGATION

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 29

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
         TRANS REQUEST CODE: 29 MODE: I
TASK:    TYPE:     FY:82 PSWD:(SECRET)OPERID: GWP AGCY-CD: GS
FEIN:                    FEIN EDIT OVERRIDE:
  VCHR:              DATE:          FUND: 001
AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH:
AMT:           DESCR:                              VCHR/SQ:
DOC:       SUBA: 0000
DOC:             DOC:       DOC:       DOC:       DOC:
AMOUNT:       AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
OBLIG:              OBLIG:              OBLIG:
                      F/P:      ENCUM:
PROJ FY:  PROJECT NUMBER:      DEPARTMENT:     DEPT DIST% IND:
DEPT#:         DEPT#:      DEPT#:      DEPT#:      DEPT#:
AMOUNT:         AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
AC/PAY INV-NO:                INV-DATE            REF-DOCUMENT-NO:
```

TO OBTAIN THE REPORT FOR DETAIL RELATIVE TO A SPECIFIC OBLIGATION THE SAME DATA IS REQUIRED FOR ENTRY/RETRIEVAL AS WAS NEEDED FOR

INQUIRIES "I 26, 27, OR 28" PLUS IDENTIFYING NUMBER OF THE SPECIFIC OBLIGATION.

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED AS A RESULT OF ENTERING THE ABOVE SCREEN.

OBLIGATION DETAIL FOR A SINGLE OBLIGATION

GASACI29 GENERAL REVENUE FUND PAGE

ACCOUNTING DATE 12/15/81

OBLIGATION DETAIL SUMMARY

ACCOUNT: 82-001-442-01-0000-0000 LINE: 1200 OBLIGATION: B1

FEIN: 3471499366270401 DESC: BLANKET OBLIGATION

	DATE	TC		
ORIGINAL OBLIGATION	12/15/81	1215		2,000.00
AMENDED DETAIL	01/15/82	1220	500.00	
AMENDED DETAIL TOTAL				500.00
AMMENDED OBLIGATION AMOUNT				2.500.00
LESS: VOUCHER EXPENDITURES				480.00
ADD 10% OVER EXPENDITURES				.00
LESS: FINAL REDUCTION AMOUNT				.00
CURRENT OBLIGATION BALANCE				2.020.00

INQUIRY 30 - ENCUMBRANCE DETAIL FOR A SINGLE ENCUMBRANCE

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 30

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
         TRANS REQUEST CODE: 30 MODE: I
TASK:    TYPE:    FY:82 PSWD:(SECRET)OPERID: GWP AGCY-CD: GS
FEIN:                    FEIN EDIT OVERRIDE:
      VCHR:             DATE:          FUND: 001
FEIN:                VCHR:          DATE:          FUND: 001
AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH:
AMT:              DESCR:                              VCHR/SQ:
DOC:        SUBA: 0000
DOC:              DOC:        DOC:        DOC:        DOC:
AMOUNT         AMOUNT:      AMOUNT:       AMOUNT:     AMOUNT:
   OBLIG:                OBLIG:                OBLIG:
                            F/P:       ENCUM:
PROJ FY:  PROJECT NUMBER:     DEPARTMENT:     DEPT DIST% IND:
DEPT#:         DEPT#:      DEPT#:      DEPT#:      DEPT#:
AMOUNT:        AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
AC/PAY INV-NO:             INV-DATE:             REF-DOCUMENT-NO:
```

TO OBTAIN THE REPORT FOR DETAIL RELATIVE TO A SPECIFIC ENCUMBRANCE THE SAME DATA IS REQUIRED FOR ENTRY/RETRIEVAL AS WAS NEEDED AS WAS

NEEDED FOR INQUIRIES "I 26, 27, OR 28" PLUS IDENTIFYING NUMBER OF SPECIFIC ENCUMBRANCE.

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED AS A RESULT OF ENTERING THE ABOVE SCREEN.

ENCUMBRANCE DETAIL FOR A SINGLE ENCUMBRANCE

GASACI30 GENERAL REVENUE FUND PAGE

ACCOUNTING DATE 12/15/81

ENCUMBRANCE DETAIL SUMMARY

ACCOUNT: 82-001-442-01-0000-0000 LINE: 1600 OBLIGATION: A1

FEIN: 347149936627040 1 DESC: AAA1 COMPANY

	DATE	TC		
ORIGINAL ENCUMBRANCE	12/15/81	1210		2,000.00
			(1)	
AMENDED DETAIL	01/15/82	1215	500.00-	
AMENDED DETAIL TOTAL				500.00-
AMMENDED OBLIGATION AMOUNT				1.500.00
LESS: VOUCHER EXPENDITURES			(2)	480.00
LESS: FINAL VOUCHER REDUCTION AMOUNT			(3)	1,020.00
LESS: FINAL OBLIGATION REDUCTION AMOUNT			(4)	.00
CURRENT ENCUMBRANCE BALANCE				.00

(1) THE AMMENDED DETAIL SHOWS A NEGATIVE $500.00 BECAUSE THE TRAN CODE "1215" IS INDICATIVE OF AN OBLIGATION HAVING BEEN PROCESSED

AGAINST THIS PARTICULAR ENCUMBRANCE, PARTIALLY DE-ENCUMBERING THE ENCUMBRANCE BY THE $500.00.

(2) VOUCHERS HAVE BEEN EXPENDED AGAINST THIS ENCUMBRANCE DIRECTLY TOTALING $480.00. THIS IS A TRANSACTION OUTSIDE THE LIMITS OF CUSAS, BUT NOT IN VIOLATION WHERE CURRENT REGULATIONS PERMIT EXPENDITURES FOR A LINE 1600 WITHOUT OBLIGATION. IF THE AMOUNT AND LINE WERE SUCH THAT OBLIGATION WAS REQUIRED SUCH EXPENDITURE WOULD BE REJECTED BY GAS II.

(3) ASSUMING THAT THE LAST VOUCHER OF THE $480.00 EXPENDITURES WAS "F" - FINAL, THE SYSTEM WOULD AUTOMATICALLY ZERO THE ENCUMBRANCE, LISTING THE CALCULATED AMOUNT NECESSARY TO REDUCE THE ENCUMBRANCE BALANCE TO ZERO.

(4) A MORE TYPICAL ENCUMBRANCE ENTRY WOULD BE THE RECORDING OF AN OBLIGATION TRANSACTION WHICH "FINALED" THE ENCUMBRANCE SHOWING IN SUCH A CASE THE AMOUNT NECESSARY TO REDUCE THE ENCUMBRANCE TO ZERO. THE AMOUNT OF THE OBLIGATION ITSELF WOULD SHOW AS A NEGATIVE AMMENDMENT TO THE ENCUMBRACE AND THE DIFFERENCE WOULD BE RECORDED AS THE FINAL OBLIGATION REDUCTION AMOUNT.

INQUIRY 31 - VOUCHER DETAIL WITHIN A MAJOR OBJECT LINE

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 31

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
         TRANS REQUEST CODE: 31 MODE: I
TASK:  TYPE:  FY:82 PSWD:(SECRET)OPERID: GWP AGCY-CD: GS
   FEIN:                    FEIN EDIT OVERRIDE:
     VCHR:             DATE:          FUND: 001
FEIN:                VCHR:   *       DATE:          FUND: 001
AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH:
AMT:              DESCR:                                VCHR/SQ:
DOC:       SUBA: 0000
DOC:              DOC:       DOC:       DOC:       DOC:
AMOUNT:         AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
   OBLIG:               OBLIG:               OBLIG:
                           F/P:      ENCUM:
PROJ FY:  PROJECT NUMBER:   DEPARTMENT:   DEPT DIST%IND:
DEPT#:         DEPT#:      DEPT#:      DEPT#:      DEPT#:
AMOUNT:         AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
AC/PAY INV-NO:             INV-DATE:          REF-DOCUMENT-NO:
```

TO OBTAIN THE REPORT FOR VOUCHER DETAIL RELATIVE TO A SPECIFIC MAJOR OBJECT LINE, THE SAME DATA IS REQUIRED FOR ENTRY/RETRIEVAL AS WAS NEEDED FOR INQUIRIES "I 26, 27, OR 28".

* IF A SPECIFIC VOUCHER NUMBER IS ENTERED INTO THE "VCHR:" FIELD THAT PARTICULAR VOUCHER AND ALL VOUCHERS FOR THAT LINE WITH A HIGHER VOUCHER NUMBER WILL BE DISPLAYED WITH A TOTAL FOR THE VOUCHERS LISTED AS A RESULT OF THE CURRENT INQUIRY.

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED UPON ENTRY OF THE ABOVE SCREEN.

VOUCHER DETAIL FOR A MAJOR OBJECT LINE ITEM

GASACI31 DEPARTMENT OF ADMINISTRATIVE SERVICES PAGE

ACCOUNTING DATE 12/15/81

VOUCHER DETAIL BY LINE

ACCOUNT: 82-001-442-01-0000-0000 LINE: 1200 CONTRACTUAL

DATE	FEIN	VOU NO	SEQNO	OBLIGATION	F/P	TYPE	AMOUNT
11/28/81	347149936	00000001	0001	B1	P	DR	1,263.28
11/29/81	321206140	00000002	0001		P	DR	430.00
11/30/81	283000000	00000003	0001	B2	P	DR	680.00
11/28/81	347149936	00000004	0001	B1	P	DR	2,340.00

TOTAL VOUCHERS LISTED 4,713.28

CURRENTLY ALLOTED: 8,000.00 TOTAL EXPENDED 4,713.28

OBLIGATED: 716.72 AVAILABLE ALLOTMENT 2,570.00

INQUIRY 32 - VOUCHER DETAIL WITHIN A SINGLE ENCUMBRANCE

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 32

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
        TRANS REQUEST CODE: 32 MODE: I
TASK: TYPE:  FY:82 PSWD:(SECRET)OPERID: GWP AGCY-CD: GS
   FEIN:                  FEIN EDIT OVERRIDE:
     VCHR:           DATE:         FUND: 001
AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH:
AMT:          DESCR:                              VCHR/SQ:
DOC:       SUBA: 0000
DOC:            DOC:       DOC:       DOC:       DOC:
AMOUNT:       AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
   OBLIG:              OBLIG:              OBLIG:
                         F/P:      ENCUM:
PROJ FY:  PROJECT NUMBER:   DEPARTMENT:   DEPT DIST%IND:
DEPT#:        DEPT#:      DEPT#:      DEPT#:      DEPT#:
AMOUNT:       AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
AC/PAY INV-NO:           INV-DATE:          REF-DOCUMENT-NO:
```

TO OBTAIN THE REPORT FOR VOUCHER DETAIL RELATIVE TO A SPECIFIC ENCUMBRANCE, THE SAME DATA IS REQUIRED FOR ENTRY/RETRIEVAL AS WAS NEEDED FOR INQUIRIES "I 26, 27, OR 28". PLUS THE ENCUMBRANCE NUMBER.

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED UPON ENTRY OF THE ABOVE SCREEN.

VOUCHER DETAIL FOR A SINGLE ENCUMBRANCE

GASACI32 DEPARTMENT OF ADMINISTRATIVE SERVICES PAGE

ACCOUNTING DATE 12/15/81

VOUCHER DETAIL WITHIN ENCUMBRANCE

ACCOUNT: 82-001-442-01-0000-0000 LINE: 1200 ENCUMBRANCE: A1

DESC: AAAA1 COMPANY

DATE	VOUCHER#	SEQ.	DOC	FEIN	TYPE	P/F	AMOUNT
11/28/81	00000006	0001	1205	347149936	DR	P	1,263.28
				TOTAL			1,263.28

INQUIRY 33 - VOUCHER DETAIL WITHIN A SINGLE OBLIGATION

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 33

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
        TRANS REQUEST CODE: 33 MODE: I
TASK: TYPE:  FY:82 PSWD:(SECRET)OPERID: GWP AGCY-CD: GS
   FEIN:                  FEIN EDIT OVERRIDE:
     VCHR:           DATE:         FUND: 001
AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH:
AMT:          DESCR:                              VCHR/SQ:
DOC:       SUBA: 0000
DOC:            DOC:       DOC:       DOC:       DOC:
AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
   OBLIG:              OBLIG:              OBLIG:
                         F/P:      ENCUM:
PROJ FY:  PROJECT NUMBER:  DEPARTMENT:   DEPT DIST%IND:
DEPT#:        DEPT#:      DEPT#:      DEPT#:      DEPT#:
AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
AC/PAY INV-NO:         INV-DATE:          REF-DOCUMENT-NO:
```

TO OBTAIN THE REPORT FOR VOUCHER DETAIL RELATIVE TO A SPECIFIC OBLIGATION, THE SAME DATA IS REQUIRED FOR ENTRY/RETRIEVAL AS WAS NEEDED FOR INQUIRIES "I 26, 27, OR 28" PLUS THE OBLIGATION NUMBER.

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED UPON ENTRY OF THE ABOVE SCREEN.

VOUCHER DETAIL FOR A SINGLE OBLIGATION

GASACI33 DEPARTMENT OF ADMINISTRATIVE SERVICES PAGE

ACCOUNTING DATE 12/15/81

OBLIGATION DETAIL - VOUCHER EXPENDITURES

ACCOUNT: 82-001-442-01-0000-0000 LINE: 1200

OBL# B2 TITLE: AAAA1 COMPANY

DATE	VOUCHER#	SEQ.	DOC	FEIN	TYPE	P/F	AMOUNT
11/28/81	00000006	0001	1205	347149936	DR	P	1,263.28
11/30/81	GRF00093	0001	1205	321206139	DR	F	500.00
				TOTAL			1,763.28

INQUIRY 34 - PROJECT VOUCHER DETAIL WITHIN A DEPARTMENT/LINE

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 34

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
          TRANS REQUEST CODE: 34 MODE: I
TASK: TYPE:  FY:82 PSWD:(SECRET)OPERID: GWP AGCY-CD: GS
   FEIN:                    FEIN EDIT OVERRIDE:
     VCHR:             DATE:          FUND: 001
AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP:        BATCH:
AMT:          DESCR:                          VCHR/SQ:
DOC:       SUBA:
DOC:             DOC:       DOC:       DOC:       DOC:
AMOUNT:       AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
   OBLIG:               OBLIG:              OBLIG:
                          F/P:      ENCUM:
PROJ FY:82PROJECT NUMBER:0001DEPARTMENT:0001DEPT DIST%IND:
DEPT#:         DEPT#:      DEPT#:      DEPT#:      DEPT#:
AMOUNT:       AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
AC/PAY INV-NO:             INV-DATE:         REF-DOCUMENT-NO:
```

TO OBTAIN THE REPORT OR VOUCHER DETAIL RELATIVE TO A SPECIFIC PROJECT/DEPARTMENT LINE DATA IS REQUIRED FOR ENTRY/RETRIEVAL REGARDING THE PROJECT. IF A SPECIFIC VOUCHER NUMBER IS ENTERED INTO THE VOUCHER FIELD ON THE INQUIRY SCREEN, THAT VOUCHER PLUS ALL WITH A HIGHER VOUCHER NUMBER WILL BE LISTED ALONG WITH A TOTAL OF ALL VOUCHERS DISPLAYED.

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED UPON ENTRY OF THE ABOVE SCREEN.

VOUCHER DETAIL FOR A SINGLE PROJECT/DEPARTMENT/LINE

ACCOUNTING DATE 12/15/81

PROJECT VOUCHER SUMMARY

FY: 82 PROJECT: 0001 NAME: SPECIFIC PROJECT NAME

DEPART	LINE	VOU NO	SEQ NO	DET OBJ	VENDOR	DATE	TYPE	AMOUNT
0001	1200	PROJ0001	0001	1205	ANY VENDOR	01/02/82	DR	450.00
0001	1200	PROJ0002	0001	1205	OTHER NAME	01/06/82	DR	500.00

TOTAL BY LINE	950.00
TOTAL BY DEPARTMENT DISPLAYED	950.00

INQUIRY 35 - DISPLAY CASH RECEIPTS BY FUND, SOURCE AND SUB-SOURCE

CASH RECEIPTS INQUIRY REQUIRES USE OF THE CASH RECEIPTS INQUIRY SCREEN. TO ACCESS THIS SCREEN, USE COMMAND

"/FOR GASCRM"

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 35

```
GASCRM00   CASH RECEIPTS/ACCOUNTS RECEIVABLE    DATE
ERROR CODE:
     TRANS REQUEST CODE: 35  MODE: I
TASK:  TYPE: PROJ FY: 87 PSWD: (?) OPERID: GWP AGCY-CD: GS
BATCH:      FEIN:          FEIN EDIT OVERRIDE:  PSWD/DIV:
VCHR/TRANSMITTAL NO:     DATE    VCHR/SQ:
AGCY:442PROJ/FUND NO:0001DEPT/SOURCE:0001LINE/SUBSOURCE:0001
DOC/OFFICE:      AMT:              DESCRIPTION:
DOC:    DOC:    DOC:    DOC:    DOC:
AMOUNT:     AMOUNT:     AMOUNT:     AMOUNT:     AMOUNT:
DEPT:     DEPT:     DEPT:     DEPT:     DEPT:
AMOUNT:     AMOUNT:     AMOUNT:     AMOUNT:     AMOUNT:
AC/REC INV-NO:           INV-DATE:         REF-DOC-NO:
```

ACCOUNTING DATE 12/15/81

CASH RECEIPTS BY SOURCE/SUBSOURCE
WITHIN FUND

FY: 82 FUND 0001 NAME: SPECIFIC FUND NAME

SOURCE	SUBSOURCE	BATCH	SEQ NO	OFFICE	DATE	TYPE	AMOUNT
0001	1200	PROJ0001	0001	1205	01/02/82	DR	450.00
0001	1200	PROJ0002	0001	1205	01/06/82	DR	500.00

TOTAL BY SUBSOURCE 950.00
TOTAL BY SOURCE DISPLAYED 950.00

INQUIRY 36 - DISPLAY A CASH RECEIPTS FUND/SOURCE SUMMARY

CASH RECEIPTS INQUIRY REQUIRES USE OF THE CASH RECEIPTS INQUIRY SCREEN. TO ACCESS THIS SCREEN, USE COMMAND

"/FOR GASCRM"

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 36

```
GASCRM00   CASH RECEIPTS/ACCOUNTS RECEIVABLE    DATE
ERROR CODE:
      TRANS REQUEST CODE: 36  MODE: I
TASK:  TYPE: PROJ FY: 87 PSWD: (?) OPERID: GWP AGCY-CD: GS
BATCH:      FEIN:          FEIN EDIT OVERRIDE:  PSWD/DIV:
VCHR/TRANSMITTAL NO:     DATE    VCHR/SQ:
AGCY:442PROJ/FUNDNO:0001DEPT/SOURCE:0001LINE/SUBSOURCE:1200
DOC/OFFICE:      AMT:              DESCRIPTION:
DOC:    DOC:    DOC:    DOC:    DOC:
AMOUNT:     AMOUNT:     AMOUNT:     AMOUNT:     AMOUNT:
DEPT:     DEPT:     DEPT:     DEPT:     DEPT:
AMOUNT:     AMOUNT:     AMOUNT:     AMOUNT:     AMOUNT:
AC/REC INV-NO:            INV-DATE:         REF-DOC-NO:
```

CASH RECEIPTS FUND/SOURCE SUMMARY

ACCOUNTING DATE 12/15/81

FUND/SOURCE SUMMARY

FY: 82 FUND 0001 NAME: SPECIFIC FUND NAME

SOURCE/SUBSOURCE	CASH RECEIPTS
0001 1200	10,261.43

DEPARTMENT

TOTALS 10,261.43

INQUIRY 37 - DISPLAY PROJECT/DEPARTMENT SUMMARY

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 37

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
          TRANS REQUEST CODE: 37 MODE: I
TASK: TYPE:  FY:82 PSWD:(SECRET)OPERID: GWP AGCY-CD: GS
   FEIN:                    FEIN EDIT OVERRIDE:
     VCHR:             DATE:          FUND: 001
AGCY: 442 DIV:    LINE:       SQ/TYP:       BATCH:
AMT:             DESCR:                          VCHR/SQ:
DOC:       SUBA:       USER COMMENTS:
DOC:              DOC:       DOC:       DOC:       DOC:
AMOUNT:       AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
   OBLIG:              OBLIG:              OBLIG:
                          F/P:      ENCUM:
PROJ FY:82PROJECT NUMBER:0001DEPARTMENT: DEPT DIST%IND:
DEPT#:         DEPT#:      DEPT#:      DEPT#:      DEPT#:
AMOUNT:       AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
AC/PAY INV-NO:          INV-DATE:         REF-DOCUMENT-NO:
```

TO OBTAIN THE SUMMARY REPORT FOR ALL DEPARTMENTS WITHIN A PROJECT ONLY THE SECURITY LINE, THE FISCAL YEAR, AGENCY AND PROJECT NUMBER NUMBER NEED BE ENTERED FOR REPORT RETRIEVAL.

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED UPON ENTRY OF THE ABOVE SCREEN.

SUMMARY OF ALL DEPARTMENTS WITHIN A PROJECT

GASPRI37 DEPARTMENT OF ADMINISTRATIVE SERVICES PAGE
ACCOUNTING DATE 12/15/81
PROJECT/DEPARTMENT SUMMARY

FY: 82 PROJECT: 0001 NAME: SPECIFIC PROJECT NAME

DEPT	APPROPRIATION	ALLOTMENT	EXPENDED	AVAILABLE BALANCE
0001	100,000.00	10,000.00	5,419.01	4,580.99
0002	1,000.00	1,000.00		1,000.00
PROJECT TOTAL	101,000.00	11,000.00	5,419.01	5,580.99

INQUIRY 38 - DISPLAY PROJECT/DEPARTMENT/LINE SUMMARY

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 38

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
          TRANS REQUEST CODE: 38 MODE: I
TASK: TYPE:  FY:82 PSWD:(SECRET)OPERID: GWP AGCY-CD: GS
   FEIN:                    FEIN EDIT OVERRIDE:
     VCHR:             DATE:          FUND: 001
AGCY: 442 DIV:    LINE:       SQ/TYP:       BATCH:
AMT:            DESCR:                          VCHR/SQ:
DOC:       SUBA:       USER COMMENTS:
DOC:             DOC:       DOC:       DOC:       DOC:
AMOUNT:       AMOUNT:       AMOUNT:       AMOUNT:     AMOUNT:
   OBLIG:              OBLIG:              OBLIG:
                          F/P:      ENCUM:
PROJ FY:82PROJECT NUMBER:0001DEPARTMENT:0001DEPTDIST%IND:
DEPT#:         DEPT#:       DEPT#:       DEPT#:       DEPT#:
AMOUNT:       AMOUNT:       AMOUNT:       AMOUNT:     AMOUNT:
AC/PAY INV-NO:          INV-DATE:          REF-DOCUMENT-NO:
```

TO OBTAIN THE SUMMARY REPORT FOR ALL DEPARTMENTS WITHIN A PROJECT ONLY THE SECURITY LINE, THE FISCAL YEAR, AGENCY, PROJECT NUMBER AND DEPARTMENT NUMBER NEED BE ENTERED FOR REPORT RETRIEVAL.

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED UPON ENTRY OF THE ABOVE SCREEN.

SUMMARY OF ALL LINES WITHIN A PROJECT/DEPARTMENT

GASPRI38 DEPARTMENT OF ADMINISTRATIVE SERVICES PAGE
ACCOUNTING DATE 12/15/81
DEPARTMENT/LINE SUMMARY

FY: 82 PROJECT: 0001 NAME: SPECIFIC PROJECT NAME

DEPT	LINE	APPROPRIATION	ALLOTMENT	EXPENDED	AVAILABLE BALANCE
0001	1200	80,000.00	8,000.00	3,419.01	4,580.99
0001	4400	20,000.00	2,000.00	2,000.00	.00
DEPARTMENT TOTALS		100,000.00	10,000.00	5,419.01	4,580.99

INQUIRY 39 - DISPLAY A/C RECEIVABLE ASSOCIATED WITH CASH RECEIPTS

ACCOUNTS RECEIVABLE INQUIRY REQUIRES USE OF THE CASH RECEIPTS SCREEN. TO ACCESS THIS SCREEN, USE COMMAND

"/FOR GASCRM"

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 39

```
GASCRM00   CASH RECEIPTS/ACCOUNTS RECEIVABLE    DATE
ERROR CODE:
       TRANS REQUEST CODE: 39  MODE: I
TASK:      TYPE:  PROJ FY: 87  PSWD: (?)  AGCY-CD:
BATCH: FEIN: 357149931 FEIN EDIT OVERRIDE: PSWD/DIV:
VCHR/TRANSMITTAL NO:      DATE:     VCHR/SQ:
AGCY:442 PROJ/FUND NO: DEPT/SOURCE:   LINE/SUB SOURCE:
DOC/OFFICE:       AMT:       DESCR:
DOC:     DOC:      DOC:     DOC:     DOC:
AMOUNT:       AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
DEPT:     DEPT:     DEPT:     DEPT:     DEPT:
AMOUNT:       AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
AC/REC INV-NO:             INV-DATE:          REF-DOC-NO:
```

ONLY THE FEIN NUMBER, AGENCY NUMBER AND FISCAL YEAR IS REQUIRED TO RETRIEVE A THE ACCOUNTS RECEIVABLE INQUIRY REPORT.

GASARI39 DEPARTMENT OF ADMINISTRATIVE SERVICES PAGE

ACCOUNTING DATE 12/15/81

ACCOUNTS RECEIVABLE

FY: 82 FEIN: 347149936627040I VENDOR NAME: SPECIFIC VENDOR

(FUND/SRCE/SB-SRCE OFFICE) PROJ-DEPT-LINE	DOC	INVOICE DOC NO.	INVOICE VCH. DT	VOUCHER TYP	VCH NUMBER	SEQ	AMT
0000-0000-1600	1291	A/C #1	02/02/82	DM	0001	0001	2,000.00
0000-0001-1600	1291	A/C #1	02/04/82	CR	0001	0002	2,000.00-
0000-0001-1600	1291	A/C #1	02/04/82	CR	0001	0003	1,000.00-
			TOTAL				1,000.00-

INQUIRY 40 - DISPLAY ACCOUNTS PAYABLE

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 40

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
         TRANS REQUEST CODE: 40 MODE: I
TASK: TYPE:  FY:82 PSWD:(SECRET)OPERID: GWP AGCY-CD: GS
   FEIN: 3671499366270  FEIN EDIT OVERRIDE:
     VCHR:            DATE:         FUND: 001
FEIN: 3471499366270401 VCHR:        DATE:         FUND:
AGCY: 442 DIV:    LINE:       SQ/TYP:       BATCH:
AMT:        DESCR:                              VCHR/SQ:
DOC:       SUBA:
DOC:            DOC:       DOC:       DOC:       DOC:
AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
   OBLIG:             OBLIG:             OBLIG:
                        F/P:      ENCUM:
PROJ FY:     PROJECT NUMBER:       DEPARTMENT:       DEPT DIST% IND:
DEPT#:        DEPT#:      DEPT#:      DEPT#:      DEPT#:
AMOUNT:         AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
AC/PAY INV-NO:          INV-DATE:          REF-DOCUMENT-NO:
```

TO OBTAIN A LIST OF RECORDS FOR A SPECIFIC VENDOR ONLY THE FEIN NUMBER, THE FISCAL YEAR, AND AGENCY CODE NEED BE ENTERED FOR REPORT RETRIEVAL.

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED UPON ENTRY OF THE ABOVE SCREEN.

ACCOUNTS PAYABLE LISTING FOR A SPECIFIC VENDOR

GASPRI40 DEPARTMENT OF ADMINISTRATIVE SERVICES PAGE
ACCOUNTING DATE 02/28/82
ACCOUNTS PAYABLE

FY: 82 FEIN: 347149936627040 1 VENDOR NAME: SPECIFIC NAME

(PROJ-DEPT-LINE) APPROPRIATION CODE	DOC	INVOICE DOC NO.	INVOICE VCH. DT	TYP	VOUCHER NUMBER	VCH SEQ	AMT
000-442-00-1600-0000	1302	A1	01/15/82	CM			1,500.00
000-442-00-1600-0000	1302	A1	01/15/82	DR	F0001	0001	1,500.00-
000-442-00-1200-0000	1205	A3	02/15/82	CM	F0001		4,000.00-
					TOTAL		4,000.00-

INQUIRY 41 - DISPLAY LINE TRANSFERS - INCREASE/DECREASE DETAIL

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 41

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
        TRANS REQUEST CODE: 41 MODE: I
TASK:  TYPE:   FY:82 PSWD:(SECRET)OPERID: GWP AGCY-CD: GS
   FEIN:                  FEIN EDIT OVERRIDE:
     VCHR:           DATE:         FUND: 001
AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH:
AMT:            DESCR:                          VCHR/SQ:
DOC:       SUBA: 0000
DOC:            DOC:       DOC:       DOC:       DOC:
AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
   OBLIG:             OBLIG:             OBLIG:
                        F/P:      ENCUM:
PROJ FY:     PROJECT NUMBER:       DEPARTMENT:       DEPT DIST% IND:
DEPT#:        DEPT#:      DEPT#:      DEPT#:      DEPT#:
AMOUNT:        AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
AC/PAY INV-NO:         INV-DATE:           REF-DOCUMENT-NO:
```

TO OBTAIN A LISTING OF ALL INCREASES OR DECREASES TO AN APPROPRIATION ACCOUNT MAJOR OBJECT RECORD, THE FULL APPROPRIATION ACCOUNT CODE NUMBER SHOULD BE ENTERED FOR REPORT RETRIEVAL.

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED UPON ENTRY OF THE ABOVE SCREEN.

LINE INCREASE/DECREASE DETAIL FOR A SPECIFIC MAJOR OBJECT RECORD

GASACI41 DEPARTMENT OF ADMINISTRATIVE SERVICES PAGE
ACCOUNTING DATE 02/28/82
LINE INCREASE/DECREASE DETAIL

ACCOUNT: 82-001-442-01-0000-0000 NAME: SPECIFIC FUND NAME

LINE: 1200 TITLE: CONTRACTUAL SERVICES

LINE INCREASE SUMMARY		LINE DECREASE SUMMARY	
DATE	AMOUNT	DATE	AMOUNT
11/38/81	1,000.00		

RELATIONSHIPS BETWEEN INQUIRIES 37 & 38 TO INQUIRIES 42 - 45

INQUIRY REPORT 37 PROVIDES A SUMMARY OF TOTALS FOR A PROJECT BY INDIVIDUAL DEPARTMENTS SHOWING APPROPRIATIONS AND ALLOTMENTS (IF ANY), TOTAL EXPENDITURES, AND NET BALANCES. INQUIRY REPORT 38 PROVIDES THE SAME INFORMATION FOR EACH LINE WITHIN A DEPARTMENT OF A PROJECT.

INQUIRY REPORT 42 AND 44 ACCESS THE SAME INFORMATION AS REPORT 37 BUT PROVIDE DIFFERENT COMPUTATIONS TO DISPLAY THE DATA. REPORT 42 PROVIDES TITLES OF DEPARTMENTS AND TOTALS OF DEBITS OR CREDITS POSTED FROM PROJECT VOUCHERS OR JOURNAL ENTRIES. ANY APPROPRIATIONS OR ALLOTMENTS PRESENT IN THE PROJECT RECORDS ARE NOT TAKEN INTO CONSIDERATION IN THE DISPLAY OF THIS REPORT.

INQUIRY REPORT 44 DISPLAYS THE TOTAL ALLOTMENT FOR EACH DEPARTMENT IN THE PROJECT BUT DOES NOT INCORPORATE THE ALLOTMENT TOTAL IN CALCULATING THE AVAILABLE BALANCE. DISPLAY OF TOTAL CASH RECEIPTS AND EXPENDITURES REPRESENT TOTALS OF EACH DEPARTMENT.

TOTALS FOR "CASH RECEIPTS" AND FOR "EXPENDED" IN REPORTS I 44 AND I 45 ARE SPECIALLY SUMMARIZED DEPENDING ON THE TRANSACTION TYPE AS DEFINED IN THE FOLLOWING TABULATION.

TRANSACTION	TYPE	USAGE
DEBIT MEMO'S	DM	TREATED AS NEGATIVE CASH RECEIPTS SUCH AS REVERSALS OF BAD CHECKS
VOUCHER DEBITS	DR	EXPRESSED AS EXPENDITURES
CASH RECEIPTS	CR	REPRESENTING ANY CREDIT TRANSACTION AND LISTED UNDER CASH RECEIPTS
REFUNDS	RF	TREATED THE SAME AS CASH RECEIPTS
CREDIT MEMO'S	CM	TREATED AS NEGATIVE EXPENDITURES AND SO TABULATED

INQUIRIES 43 AND 45 RELATE TO INQUIRY 38 IN THE SAME MANNER AS INQUIRIES 42 AND 44 DO TO INQUIRY 37. BY WAY OF DEFINITION, INQUIRIES 37, 42 AND 44 DISPLAY DEPARTMENTAL TOTALS FOR A PROJECT. INQUIRIES 38, 43 AND 45 DISPLAY LINE TOTALS FOR A SINGLE DEPARTMENT IN A PROJECT.

INQUIRY 42 - TRIAL BALANCE OF PROJECT/DEPARTMENT DEBITS & CREDITS

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 42

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
    TRANS REQUEST CODE: 42 MODE: I
TASK:    TYPE:     FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
FEIN:                   FEIN EDIT OVERRIDE:
  VCHR:             DATE:          FUND:
AGCY: 442 DIV: 01 LINE:       SQ/TYP:       BATCH:
AMT:              DESCR:                              VCHR/SQ:
DOC:       SUBA:
DOC:              DOC:       DOC:       DOC:       DOC:
AMOUNT:           AMOUNT:    AMOUNT:    AMOUNT:    AMOUNT:
OBLIG:            OBLIG:             OBLIG:
                    F/P:       ENCUM:
PROJ FY: 82 PROJECT NUMBER: 0001 DEPARTMENT:       DEPT DIST% IND:
DEPT#:         DEPT#:     DEPT#:     DEPT#:     DEPT#:
AMOUNT:           AMOUNT:    AMOUNT:    AMOUNT:    AMOUNT:
AC/PAY INV-NO:                INV-DATE:          REF-DOCUMENT-NO:
```

TO OBTAIN A TRIAL BALANCE OF NET TOTALS OF DEBITS OR CREDITS FOR EACH DEPARTMENT WITHIN A PROJECT, IT IS NECESSARY TO ENTER THE NORMAL

SECURITY LINE, THE AGENCY NUMBER, THE PROJECT FISCAL YEAR AND THE PROJECT NUMBER.

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED UPON ENTRY OF THE ABOVE SCREEN.

TRIAL BALANCE OF DEBITS OR CREDITS BY DEPARTMENT WITHIN A PROJECT

GASACI42 DEPARTMENT OF ADMINISTRATIVE SERVICES PAGE

PROJECT TRIAL BALANCE DATE 02/28/82

FY: 82 PROJECT: 0001 NAME: SPECIFIC PROJECT NAME

DEPARTMENT	DEBITS	CREDITS
0000 FIRST DEPARTMENT NAME	4,628.90	
0001 NEXT DEPARTMENT NAME	3,000.00	
0005 SUCCEEDING DEPARTMENT NAME		7,628.90
PROJ TOTAL	7,628.90	7,628.90

INQUIRY 43 - TRIAL BALANCE OF LINES OF A PROJECT/DEPARTMENT

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 43

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
    TRANS REQUEST CODE: 43 MODE: I
TASK:   TYPE:    FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
FEIN:                  FEIN EDIT OVERRIDE:
  VCHR:           DATE:         FUND:
AGCY: 442 DIV: 01 LINE:      SQ/TYP:      BATCH:
AMT:            DESCR:                            VCHR/SQ:
DOC:      SUBA:
DOC:           DOC:      DOC:      DOC:      DOC:
AMOUNT:         AMOUNT:     AMOUNT:     AMOUNT:    AMOUNT:
OBLIG:           OBLIG:           OBLIG:
                   F/P:     ENCUM:
PROJ FY: 82 PROJECT NUMBER: 0001 DEPARTMENT: 0001 DEPT DIST% IND:
DEPT#:       DEPT#:     DEPT#:     DEPT#:     DEPT#:
AMOUNT:         AMOUNT:     AMOUNT:     AMOUNT:    AMOUNT:
AC/PAY INV-NO:              INV-DATE:          REF-DOCUMENT-NO:
```

TO OBTAIN A TRIAL BALANCE OF NET TOTALS OF DEBITS OR CREDITS FOR EACH DEPARTMENT WITHIN A PROJECT, IT IS NECESSARY TO ENTER THE NORMAL SECURITY LINE, THE AGENCY NUMBER, THE PROJECT FISCAL YEAR, THE PROJECT AND DEPARTMENT NUMBERS.

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED UPON ENTRY OF THE ABOVE SCREEN.

TRIAL BALANCE OF DEBITS OR CREDITS BY LINES WITHIN A DEPARTMENT

GASACI43 DEPARTMENT OF ADMINISTRATIVE SERVICES PAGE

PROJECT TRIAL BALANCE DATE 02/28/82

FY: 82 PROJECT: 0001 DEPARTMENT NAME: SPECIFIC NAME

DEPT	LINE		DEBITS	CREDITS
0001	0001	FIRST LINE NAME	2,500.00	
0001	0002	SECOND LINE NAME	1,500.00	
0001	0003	THIRD LINE NAME		1,000.00
PROJ	TOTAL		4,000.00	1,000.00

INQUIRY 44 - DEPARTMENTAL CASH RECEIPTS AND EXPENDITURES BY PROJECT

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 44

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
    TRANS REQUEST CODE: 44 MODE: I
TASK:   TYPE:    FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
FEIN:                  FEIN EDIT OVERRIDE:
  VCHR:           DATE:         FUND:
AGCY: 442 DIV: 01 LINE:      SQ/TYP:      BATCH:
AMT:            DESCR:                              VCHR/SQ:
DOC:      SUBA:
DOC:           DOC:      DOC:      DOC:      DOC:
AMOUNT:         AMOUNT:     AMOUNT:     AMOUNT:    AMOUNT:
OBLIG:           OBLIG:           OBLIG:
                   F/P:     ENCUM:
PROJ FY: 82 PROJECT NUMBER: 0001 DEPARTMENT:      DEPT DIST% IND:
DEPT#:       DEPT#:     DEPT#:     DEPT#:     DEPT#:
AMOUNT:         AMOUNT:     AMOUNT:     AMOUNT:    AMOUNT:
AC/PAY INV-NO:              INV-DATE:          REF-DOCUMENT-NO:
```

TO DISPLAY CASH RECEIPTS AND EXPENDITURES FOR EACH DEPARTMENT WITHIN A PROJECT, IT IS NECESSARY TO ENTER THE NORMAL SECURITY LINE, THE AGENCY NUMBER, THE PROJECT FISCAL YEAR, AMD THE PROJECT NUMBER.

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED UPON ENTRY OF THE ABOVE SCREEN.

GASACI44 DEPARTMENT OF ADMINISTRATIVE SERVICES PAGE

ACCOUNTING DATE 02/28/82

PROJECT/DEPARTMENT SUMMARY

FY: 82 PROJECT: 0001 NAME: SPECIFIC NAME PERIOD: 01

DEPT	ALLOTMENT	CASH RECEIPTS	EXPENDED	AVAILABLE BALANCE
0001	1,000.00	4,000.00	1,000.00	3,000.00
0002		3,000.00		3,000.00
PROJ TOTAL	1,000.00	7,000.00	1,000.00	6,000.00

INQUIRY 45 - DEPARTMENTAL CASH RECEIPTS AND EXPENDITURES BY LINE

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE REPORT I 45

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
    TRANS REQUEST CODE: 45 MODE: I
TASK:   TYPE:    FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
FEIN:                  FEIN EDIT OVERRIDE:
  VCHR:           DATE:         FUND:
AGCY: 442 DIV: 01 LINE:      SQ/TYP:      BATCH:
AMT:            DESCR:                          VCHR/SQ:
DOC:      SUBA:      USER COMMENTS:
DOC:           DOC:      DOC:      DOC:      DOC:
AMOUNT:         AMOUNT:     AMOUNT:     AMOUNT:    AMOUNT:
OBLIG:           OBLIG:           OBLIG:
                   F/P:     ENCUM:
PROJ FY: 82 PROJECT NUMBER: 0001 DEPARTMENT:      DEPT DIST% IND:
DEPT#:       DEPT#:     DEPT#:     DEPT#:     DEPT#:
AMOUNT:         AMOUNT:     AMOUNT:     AMOUNT:    AMOUNT:
AC/PAY INV-NO:              INV-DATE:          REF-DOCUMENT-NO:
```

TO DISPLAY CASH RECEIPTS AND EXPENDITURES FOR EACH LINE WITHIN A PROJECT/DEPARTMENT, IT IS NECESSARY TO ENTER THE NORMAL SECURITY LINE, THE AGENCY NUMBER, THE PROJECT FISCAL YEAR, THE PROJECT NUMBER, AND THE DEPARTMENT NUMBER.

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED UPON ENTRY OF THE ABOVE SCREEN.

CASH RECEIPTS AND EXPENDITURES FOR EACH LINE OF A PROJECT/DEPARTMENT

GASACI45 DEPARTMENT OF ADMINISTRATIVE SERVICES PAGE

ACCOUNTING DATE 02/28/82

PROJECT/DEPARTMENT SUMMARY

FY: 82 PROJECT: 0001 NAME: SPECIFIC LINE NAME PERIOD: 01

DEPT	LINE	ALLOTMENT	CASH RECEIPTS	EXPENDED	AVAILABLE BALANCE
0001	0001	600.00	300.00	100.00	200.00
0001	0002	400.00	200.00	150.00	50.00
PROJ TOTAL		1,000.00	500.00	250.00	250.00

INQUIRY 46 - UNENCUMBERED BALANCE SUMMARY BY MAJOR OBJECT TOTALS

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE THE REPORT

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
    TRANS REQUEST CODE: 46 MODE: I
TASK:   TYPE:    FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
FEIN:                  FEIN EDIT OVERRIDE:
  VCHR:           DATE:         FUND: 001
AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH:
AMT:            DESCR:                              VCHR/SQ:
DOC:      SUBA: 0000
DOC:            DOC:      DOC:      DOC:      DOC:
AMOUNT:         AMOUNT:   AMOUNT:   AMOUNT:   AMOUNT:
OBLIG:          OBLIG:          OBLIG:
                  F/P:      ENCUM:
PROJ FY:   PROJECT NUMBER:     DEPARTMENT:     DEPT DIST% IND:
DEPT#:       DEPT#:     DEPT#:     DEPT#:     DEPT#:
AMOUNT:         AMOUNT:   AMOUNT:   AMOUNT:   AMOUNT:
AC/PAY INV-NO:              INV-DATE:          REF-DOCUMENT-NO:
```

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED AS A RESULT OF ENTERING THE ABOVE SCREEN.

UNENCUMBERED BALANCE SUMMARY BY MAJOR OBJECT TOTALS

GASACI46 DEPARTMENT OF ADMINISTRATIVE SERVICES PAGE

ACCOUNTING DATE 12/03/81

CURRENT QUARTER ACCOUNT/SUMMARY

ACCOUNT: 82-001-442-01-0000-0000

NAME: GENERAL REVENUE FUND

LINE	APPROPRIATION - RESERVE	ENCUMBRANCES	OBLIGATIONS	VOUCHER EXPENDITURES	UNENCUMBERED BALANCE
1120	47,925.00			38,245.45	9,679.55
1161	3.645.00			2,967.73	677.27
1170	2,760.00			1,601.59	1,158.41
1200	6,040.00	194.28	800.00	505.72	5,534.28
1291	7,680.00			3,716.35	3,963.65
1300	499.00		124.00		499.00
1302	499.00		121.00		499.00
1500	6.399.00		200.00		6,399.00
1700	2,799.00				2,799.00
1800	3,600.00		755.70	444.30	3,155.70
ACCOUNT TOTALS	81,846.00	194.28	2,000.70	47,481.14	32,169.88

THE ACCOUNT SUMMARY REPORT PROVIDES APPROPRIATION LESS RESERVE INFORMATION WITH UNENCUMBERED APPROPRIATION BALANCES. IF UNEXPENDED BALANCES ARE DESIRED, REPORT "25 I" SHOULD BE REQUESTED.

INQUIRY 47 - ENCUMBRANCE DETAIL OBJECT CODE BALANCES

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE THE REPORT

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
        TRANS REQUEST CODE: 47 MODE: I
TASK:   TYPE:    FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
FEIN:                  FEIN EDIT OVERRIDE:
  VCHR:          DATE:        FUND: 001
AGCY: 442 DIV: 01 LINE: 1300 SQ/TYP: 0000 BATCH:
AMT:           DESCR:                              VCHR/SQ:
DOC: 1304 SUBA: 0000
DOC:           DOC:      DOC:      DOC:      DOC:
AMOUNT:         AMOUNT:     AMOUNT:     AMOUNT:    AMOUNT:
OBLIG:          OBLIG:           OBLIG:
                  F/P:     ENCUM:  #6
PROJ FY:   PROJECT NUMBER:     DEPARTMENT:     DEPT DIST% IND:
DEPT#:       DEPT#:     DEPT#:     DEPT#:     DEPT#:
AMOUNT:         AMOUNT:     AMOUNT:     AMOUNT:    AMOUNT:
AC/PAY INV-NO:              INV-DATE:          REF-DOCUMENT-NO:
```

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED AS A RESULT OF ENTERING THE ABOVE SCREEN.

UNENCUMBERED BALANCE SUMMARY BY MAJOR OBJECT TOTALS

GASACI47 GENERAL REVENUE FUND PAGE

ACCOUNTING DATE 12/03/87

ENCUMBRANCE DETAIL OBJECT CODE DETAIL SUMMARY

ACCOUNT: 87-001-442-01-0000-0000 LINE: 1300 ENCUMB: #6 DOC:1304

FEIN: DESC: BLANKET ENCUMBRANCE

	DATE:	TC	REF DOC NO		
ORIGINAL DOC	012087	1413			60.00
INCREASE DOC AMT				100.00	
AMENDED DETAIL TOTAL				100.00	100.00
AMENDED DOC AMOUNT					160.00
LESS: VOUCHER EXPENDITURES					50.00
ADD 10% OVER EXPENDITURES					
LESS: FINAL REDUCTION AMOUNT					
CURRENT DOC BALANCE					110.00

INQUIRY 48 - OBLIGATION DETAIL OBJECT BALANCES

ENTER DATA AS PER THE FOLLOWING SCREEN TO RETRIEVE THE REPORT

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
          TRANS REQUEST CODE: 48 MODE: I
TASK:    TYPE:     FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
FEIN:                    FEIN EDIT OVERRIDE:
  VCHR:              DATE:          FUND: 001
AGCY: 442 DIV: 01 LINE: 1300 SQ/TYP: 0000 BATCH:
AMT:              DESCR:                                VCHR/SQ:
DOC: 1304 SUBA: 0000
DOC:              DOC:       DOC:       DOC:       DOC:
AMOUNT:           AMOUNT:    AMOUNT:    AMOUNT:    AMOUNT:
OBLIG: #6         OBLIG:               OBLIG:
                     F/P:    ENCUM:
PROJ FY:   PROJECT NUMBER:      DEPARTMENT:      DEPT DIST% IND:
DEPT#:        DEPT#:     DEPT#:     DEPT#:     DEPT#:
AMOUNT:           AMOUNT:    AMOUNT:    AMOUNT:    AMOUNT:
AC/PAY INV-NO:                INV-DATE:           REF-DOCUMENT-NO:
```

THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED AS A RESULT OF ENTERING THE ABOVE SCREEN.

GASACI48 GENERAL REVENUE FUND PAGE

ACCOUNTING DATE 12/03/87

OBLIGATION DETAIL OBJECT CODE DETAIL SUMMARY

ACCOUNT: 87-001-442-01-0000-0000 LINE: 1300 OBLIG: #6 DOC:1304

FEIN: DESC: BLANKET OBLIGATIONE

	DATE:	TC	REF DOC NO	
ORIGINAL DOC	012087	1413		60.00
INCREASE DOC AMT			100.00	
AMENDED DETAIL TOTAL			100.00	100.00
AMENDED DOC AMOUNT				160.00
LESS: VOUCHER EXPENDITURES				50.00
ADD 10% OVER EXPENDITURES				
LESS: FINAL REDUCTION AMOUNT				
CURRENT DOC BALANCE				110.00

CHAPTER 8

USAGE OF THE VENDOR NAMES FILES

HOW TO CREATE VENDOR NAMES RECORDS

STORAGE OF SPECIAL INFORMATION IN THE VENDOR FILES

DESCRIPTIVE TITLES FOR AUTOMATED SCHEDULE WRITING

DETAIL OBJECT CODE NAMES FOR PRINTED REPORTS OF VOUCHER DATA

VENDOR NAMES

GENERALIZED ACCOUNTING SYSTEM VENDOR NAMES MAINTENANCE

TASK:

CREATE OR DELETE THE VENDOR RECORDS CONTAINING VENDOR NAMES AND ADDRESSES FILED IN FEIN NUMBER ORDER .

NARRATIVE:

THE VENDOR MAINTENANCE SCREEN IS INTENDED TO BE USED FOR CREATING A FILE OF NAMES AND ADDRESSES FOR VENDORS RECEIVING PAYMENT THROUGH THE INVOICE-VOUCHER SYSTEM OF THE COMPTROLLER OF THE STATE OF ILLINOIS. THE RECORD IDENTIFIER IS THE 16 DIGIT FEIN NUMBER. SPECIAL USAGES OF THE VENDOR MAINTENANCE DATA BASE ARE AS FOLLOWS:

A VENDOR NAME AND ADDRESS FILE

AN EMPLOYEE NAME AND ADDRESS FILE

A FILE FROM WHICH MAILING LABELS CAN BE PRINTED

A FILE OF NAMES TO BE EXTRACTED FOR SPECIAL REPORTS SUCH AS THOSE PROVIDING AUTOMATED VOUCHERING AND SCHEDULING AND REQUIRING DIVISION NAMES ON VOUCHERS OR SCHEDULES

A FILE OF DETAIL OBJECT CODE NAMES PROVIDING
INFORMATION TO APPLICABLE REPORTS.

DELETIONS TO THE DATA BASE, WHILE ONLY REQUIRING THE FEIN NUMBER, CAN ONLY BE MADE ON A RECORD BY RECORD BASIS. THE VENDOR NAMES RECORDS ARE IN A PERMANENT FILE EXISTING FROM ONE FISCAL YEAR TO THE NEXT, AND AS SUCH ARE NOT TIED TO A SPECIFIC FISCAL YEAR.

SCREEN "GASVNM00"

VENDOR NAMES CREATION AND MAINTENANCE IS PROCESSED BY USING THE COMMAND

"/FOR GASVNM"

WHICH CAUSES THE FOLLOWING SCREEN TO APPEAR.

```
GASVNM00        VENDOR MAINTENANCE     DATE:
ERROR CODE:
  TRANS REQUEST CODE:       MODE:
  TASK:     PSWD:           OPERID:       AGCY-CD:
                FEIN:
                NAME:
                ADDR1:
                ADDR2:
                CITY:                     ST:    ZIP:
```

DESCRIPTIONS OF THE VARIOUS FIELDS FOR THE GASVNM SCREEN

FIELD NAME	SIZE	CONTENTS AND USAGE
TRANS REQUEST CODE:	2	"18" CREATE A VENDOR NAMES RECORD
MODE:	1	"T" TRANSACTION "I" INQUIRY
TASK:	1	"A" ADD A VENDOR NAMES RECORD "D" DELETE A VENDOR NAMES RECORD
PSWD:	8	THE 8-CHARACTER SECRET PASSWORD. NOT DISPLAYED WHEN ENTERED
OPERID:	3	THREE LETTERS REPRESENTING THE OPERATOR'S INITIALS
AGCY-CD:	2	TWO LETTERS REPRESENTING THE IMS ASSIGNED AGENCY CODE
DIV:	2	DIVISION NUMBER AS DESIGNATED ON F1 FORM. REQUIRED ONLY FOR CERTAIN AGENCIES NEEDING DIVISIONAL SECURITY.

FIELD NAME	SIZE	CONTENTS AND USAGE
FEIN:	16	THE FEDERAL EMPLOYER IDENTIFICATION NUMBER USED BY THE COMPTROLLER FOR UNIFORMITY IN VENDOR IDENTIFICATION, PLUS THE ZIP CODE AND A SPECIAL TYPE CODE ASSIGNED BY THE COMPTROLLER.
NAME:	30	NAME OF VENDOR
ADDR1:	30	FIRST ADDRESS LINE OF A NORMAL NAME AND ADDRESS LINE BUT NOT LIMITED THERETO PER SE
ADDR2:	30	SECOND ADDRESS LINE OF A NORMAL NAME AND ADDRESS LINE BUT NOT LIMITED THERETO PER SE AND NEED NOT BE ENTERED AT ALL
CITY:	20	NAME OF VENDOR'S CITY
ST:	2	STANDARD TWO CHARACTER STATE IDENTIFIER AS DEFINED BY THE U. S. POST OFFICE
ZIP	5	POSTAL ZIP CODE

ESTABLISH A VENDOR NAMES RECORD

VENDOR NAMES RECORDS ARE ESTABLISHED FOR SEVERAL PURPOSES

PROVIDING A NAME AND ADDRESS FILE TO PRODUCE LABELS

ASSOCIATING VENDOR NAMES WITH CERTAIN VOUCHER DETAILS IN SPECIFIED REPORTS

PROVIDING A FULL NAME AND ADDRESS FILE TO BE APPENDED TO VOUCHERS WRITTEN TO MAGNETIC TAPE AND TRANSMITTED TO THE COMPTROLLER

PROVIDING FUND AND AGENCY/DIVISION NAMES TO BE PRINTED ON AUTOMATED SCHEDULES AND THE SUPPORTING TAPE TRANSMITTED TO THE COMPTROLLER

SETTING UP A SPECIAL INDICATOR REQUESTING THAT VENDOR NAMES BE USED ON CERTAIN PROJECT VOUCHER REPORTS

SETTING UP AN ADDITIONAL INDICATOR REQUESTING THAT THE VENDOR NAMES FILE BE SEARCHED FOR INFORMATION CONCERNING THE NAMES OF CERTAIN DETAIL OBJECT CODES TO BE PRINTED ON SPECIFIED PROJECT VOUCHER REPORTS.

EACH OF THE ABOVE PURPOSES ARE IDENTIFIED BY SPECIAL USAGE OF THE SCREEN "GASVNM00" AS DESCRIBED FOLLOWING.

TO ESTABLISH THE VENDOR NAMES RECORD THE GAS II ACCOUNTANT SHOULD ENTER THE CALL

"FOR GASVNM"

THE FOLLOWING SCREEN ON THE NEXT PAGE WILL APPEAR.

/FOR GASVNM

```
GASVNM00       VENDOR MAINTENANCE     DATE:
ERROR CODE:
  TRANS REQUEST CODE:      MODE:
  TASK:     PSWD:          OPERID:      AGCY-CD:
                FEIN:
                NAME:
                ADDR1:
                ADDR2:
                CITY:                  ST:    ZIP:
```

FOR EXPLANATION OF THE VARIOUS TERMS USED ON THIS SCREEN, TURN BACK TO THE PAGES IMMEDIATELY AFTER THE TITLE PAGE "SCREEN 'GASVNM00'" FOR A DESCRIPTION OF EACH FIELD IN THE EXAMPLE.

FOR ADDING EACH VENDOR NAMES RECORD, USE "TRAN CODE 18", ADD VENDOR NAMES RECORD, AN EXAMPLE OF WHICH MAY BE FOUND ON THE FOLLOWING PAGE.

TRAN CODE 18

ADD A VENDOR NAME

```
GASVNM00       VENDOR MAINTENANCE     DATE:
ERROR CODE:
  TRANS REQUEST CODE: 18  MODE:  T
  TASK: A  PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
               FEIN: 3471499366270401
               NAME: JOHN ANYBODY COMPANY
               ADDR1: TOPS BUILDING
               ADDR2: 123 MAIN STREET
               CITY:  ANYPLACE        ST: IL ZIP: 62704
```

THE ABOVE SCREEN CAN BE USED TO ESTABLISH VENDOR NAMES RECORDS FOR LABEL PRODUCTION, RECORDING VENDOR NAMES FOR ASSOCIATION WITH VOUCHERS TO BE PRINTED ON REPORTS OR WRITING COMPLETE VOUCHERS TO MAGNETIC TAPE IN CONNECTION WITH VOUCHER TRANSMITTED TO THE COMPTROLLER.

DELETE VENDOR RECORD

```
GASVNM00      VENDOR MAINTENANCE    DATE:
ERROR CODE:
  TRANS REQUEST CODE: 18  MODE:  T
  TASK: D  PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
               FEIN: 3471499366270401
               NAME: BB
               ADDR1: BB
               ADDR2: BB
               CITY:  BB
```

BB: MUST BE BLANK

USE OF VENDOR NAMES FILE FOR MISCELLANEOUS NOMENCLATURE INFORMATION

ADD NOMENCLATURE "FUND NAME" FOR SCHEDULE WRITING

```
GASVNM00       VENDOR MAINTENANCE     DATE:
ERROR CODE:
  TRANS REQUEST CODE: 18  MODE:  T
  TASK: A  PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
               FEIN: 001000000000000
               NAME: GENERAL REVENUE FUND
               ADDR1: X
               ADDR2: X
               CITY:  X            ST: XX  ZIP: 00000
```

FOR THIS SPECIAL USE THE FIRST THREE DIGITS OF THE FEIN NUMBER SHOULD BE THAT OF THE FUND NUMBER FOLLOWED BY THIRTEEN ZEROS. THE NAME LINE SHOULD CONTAIN THE NAME OF THE FUND.

ADD NOMENCLATURE "DIVISION NAME" FOR SCHEDULE WRITING

```
GASVNM00      VENDOR MAINTENANCE    DATE:
ERROR CODE:
  TRANS REQUEST CODE: 18  MODE:  T
  TASK: A  PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
               FEIN: 442010000000000
               NAME: ADMINISTRATIVE DIVISION
               ADDR1: X
               ADDR2: X
               CITY:  X                ST: XX ZIP: 00000
```

FOR THIS SPECIAL USE THE FIRST FIVE DIGITS OF THE FEIN NUMBER IS TO BE THAT OF THE AGENCY-DIVISION NUMBER FOLLOWED BY ELEVEN ZEROS.

THE NAME LINE SHALL CONTAIN THE NAME OF THE AGENCY-DIVISION.

```
GASVNM00       VENDOR MAINTENANCE    DATE:
ERROR CODE:
  TRANS REQUEST CODE: 18  MODE:  T
  TASK: A  PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
               FEIN: 0000000000001291
               NAME: TRAVEL
               ADDR1: X
               ADDR2: X
               CITY:  X            ST: XX  ZIP: 00000
```

FOR THIS SPECIAL USE, THE LAST FOUR DIGITS OF THE FEIN NUMBER ARE TO BE THAT OF A DETAIL OBJECT CODE PRECEDED BY TWELVE ZEROS.

THE NAME LINE SHALL CONTAIN THE NAME OF THE DETAIL OBJECT.

VENDOR NAMES AND DETAIL OBJECT CODE NAME DATA

```
GASVNM00      VENDOR MAINTENANCE    DATE:
ERROR CODE:
  TRANS REQUEST CODE: 18  MODE:  T
  TASK: A  PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
               FEIN: 000000000000001
               NAME:  VENDOR
               ADDR1: D.O.C.
               ADDR2: X
               CITY:  X            ST: XX  ZIP: 00000
```

FOR THIS SPECIAL USE, THE FEIN NUMBER MUST BE 000000000000001.

"NAME:" SHALL CONTAIN "VENDOR" IF THE USERS PROJECT REPORTS REQUIRE THE USE VENDOR NAMES.

IF THE USERS PROJECT REPORTS ALSO REQUIRE USE OF DETAIL OBJECT NAMES "ADDR1:" SHALL CONTAIN "D.O.C." TO SIGNAL THE EXTRACT PROGRAM THAT DETAIL OBJECT CODE NAMES ARE LISTED IN THE VENDOR FILE.

CHAPTER 9

DOLLAR CONTROL
USE OF THE BATCH NUMBER REQUIRED ON SCREENS "GASECM" AND "GASCRM"
FOR ACCURACY ASSURANCE OF VOUCHER DOLLAR ENTRIES
POSTED UNDER EXPENDITURE CONTROL OR CASH RECEIPTS PROCESSING

BATCH CONTROL AND INQUIRY

GENERALIZED ACCOUNTING SYSTEM BATCH CONTROL USAGE

TASK

PROVIDE CAPABILITY FOR CONTROLLING DOLLAR BALANCES OF VOUCHERS, PROJECT VOUCHERS AND CASH RECEIPTS ENTERED TO GAS II FILES.

NARRATIVE

BATCH BALANCE CONTROL IS PROVIDED THROUGH THE USE OF THE BATCH NUMBER REQUIRED FOR EVERY VOUCHER, PROJECT VOUCHER OR CASH RECEIPT ENTRY. THIS NUMBER IS THE FIELD ON THE SCREENS "GASECM00" OR "GASCRM00" INTO WHICH IS ENTERED THE CURRENT CALENDAR YEAR, THE JULIAN DATE AND A THREE DIGIT SEQUENCE NUMBER ASSIGNED BY THE USER. EACH RECORD POSTED SAVES THIS BATCH NUMBER RECORD FOR A PERIOD OF TEN DAYS DURING WHICH TIME THE USER MAY USE THE BATCH CONTROL SCREEN TO CHECK THE TOTALS POSTED TO A SPECIFIC BATCH NUMBER REGARDLESS OF THE APPROPRIATION CODES AND MAJOR OBJECT LINES TO WHICH THE POSTINGS APPLY.

BECAUSE ENTRY OF ALL VOUCHERS, PROJECT, CUSAS, OR BOTH, RESULTS IN POSTING OF INFORMATION TO THE SEPARATE BATCH DATA BASE AND REPRESENTS

A DUPLICATION OF INFORMATION, THE BATCH DATA BASE IS ONLY HELD FOR A SHORT PERIOD OF TIME. FOR THIS REASON, THE ONLY VALID BATCH NUMBERS ACCEPTED BY THE SYSTEM ARE THOSE RANGING WITHIN A TEN BUSINESS DAY PERIOD PRECEDING THE CURRENT DATE. PERIODICALLY THE BATCH DATA BASE IS PURGED OF BATCH NUMBERS MORE THAN TWO CALENDAR WEEKS OLD. WHERE HARD COPY IS REQUIRED FOR RETENTION OF BATCHES, AN ON LINE PRINTER SHOULD BE USED TO PRINT NEEDED INFORMATION BEFORE THE EXPIRATION DATE OF THE BATCH.

GAS II PROVIDES EXTENSIVE EDITS TO ENSURE THAT MANY RULES ARE FOLLOWED IN MAKING VARIOUS ENTRIES. WITH THE UTILIZATION OF BATCH CONTROL, THE USER ADDITIONALLY IS SURE THAT HE ALSO HAS ENTERED THE DOLLAR AMOUNTS CORRECTLY.

CONVENTIONAL USAGE WOULD ENCOURAGE THE USE OF A PRE-PROOF TAPE BY ADDING UP OF THE GROUP OF VOUCHERS TO BE POSTED AND ESTABLISHING A CONTROL TOTAL - THE BATCH TOTAL. WHEN ALL OF THE VOUCHERS HAVE BEEN ENTERED, THE BATCH CONTROL SCREEN SHOULD BE CALLED TO COMPARE THE TOTALS POSTED WITH THE CONTROL TOTALS ESTABLILSHED BY THE PROOF TAPE. THE SCREEN WILL COMPARE TOTALS ENTERED INTO THE SYSTEM WITH THE PROOF TOTALS ENTERED FROM THE CONTROL TAPE.

IF THERE IS A DISCREPANCY REPORTED BETWEEN THE POSTED BALANCE AND THE CONTROL TAPE BALANCE, BY USING A SPECIAL TRANSACTION REQUEST CODE ("10"), A LIST OF ALL THE TRANSACTIONS AND THEIR APPROPRIATION CODE IDENTITY WILL BE DISPLAYED. COMPARING THE LIST WITH THE TAPE AMOUNTS OR THE ACTUAL ENTRY DOCUMENTS WILL DISCLOSE DIFFERENCES, AND IF THE PROOF TAPE IS AT FAULT, NO FURTHER ACTION IS REQUIRED. IF ENTRIES HAVE BEEN MADE ERRONEOUSLY, THEN THE WRONG ITEMS SHOULD BE DELETED AND RE-ENTERED.

SCREEN "GASECI09"

BATCH BALANCE PROCESSING USES THE FOLLOWING SCREEN

```
GASECI09                BATCH BALANCE              DATE
     MESSAGE:
     TRANS REQUEST CODE:
BATCH NUMBER:    CUSAS/PROJECT INDICATOR:   AGCY-CD:    DIV:
BATCH DOLLAR AMOUNT:              PSWD:
DATA BASE BATCH TOTAL:            NUMBER OF VOUCHERS THIS BATCH:
```

DESCRIPTIONS OF THE VARIOUS FIELDS FOR THE GASI09 SCREEN

FIELD NAME	SIZE	CONTENTS AND USAGE
TRANS REQUEST CODE:	2	"09" DISPLAY BATCH TOTAL AND VOCHER COUNT "10" LIST ALL VOUCHERS IN BATCH WITH COMPARATIVE BALANCING TOTALS
BATCH NUMBER	8	SPECIFIC BATCH NUMBER BEING REQUESTED IN FORMAT OF TWO DIGIT CALENDAR YEAR, THREE DIGIT JULIAN DATE (001-366) AND THREE DIGIT USER SEQUENCE NUMBER (000-999)
CUSAS/PROJECT	1	"C" CHECK OR LIST ALL CUSAS VOUCHERS IN THE BATCH "P" CHECK OR LIST ALL PROJECT VOUCHERS IN THE BATCH
AGCY-CD:	2	TWO LETTERS REPRESENTING THE IMS ASSIGNED AGENCY CODE
DIV:	2	DIVISION NUMBER AS DESIGNATED ON F1 FORM. REQUIRED ONLY FOR CERTAIN AGENCIES NEEDING DIVISIONAL SECURITY.
BATCH DOLLAR AMOUNT	11	ENTER AT LEAST "1". HOWEVER, IF THE PRE-DETERMINED AMOUNT OF THE BATCH IS ENTERED THAT TOTAL WILL BE COMPARED WITH THE TOTALS OF ALL VOUCHERS ENTERED INTO THE BATCH AND A MESSAGE WILL BE PRINTED STATING EITHER THAT THE BATCH IS IN BALANCE OR THAT THE BATCH IS OUT OF BALANCE BY THE DIFFERENCE, WHATEVER.
PSWD:	8	THE 8-CHARACTER SECRET PASSWORD. NOT DISPLAYED WHEN ENTERED

BATCH INQUIRY OR DISPLAY

TO UTILIZE THE BATCH INQUIRY MODULE ENTER THE CALL
"/FOR GASI09"
WHICH RESULTS IN THE DISPLAY OF THE FOLLOWING SCREEN

"/FOR GASI09"

```
GASECI09                BATCH BALANCE              DATE
    MESSAGE:
    TRANS REQUEST CODE:
BATCH NUMBER:    CUSAS/PROJECT INDICATOR:   AGCY-CD:    DIV:
BATCH DOLLAR AMOUNT:              PSWD:
DATA BASE BATCH TOTAL:            NUMBER OF VOUCHERS THIS BATCH:
```

FOR EXPLANATION OF THE VARIOUS TERMS USED ON THIS SCREEN, TURN BACK TO THE PAGES IMMEDIATELY AFTER THE TITLE PAGE "SCREEN 'GASECI09'" FOR A DESCRIPTION OF EACH FIELD IN THE EXAMPLE.

INQUIRY 09 - DISPLAY TOTALS OF A SPECIFIED VOUCHER BATCH

TO MAKE INQUIRY FOR A BATCH TOTAL, USE "TRANS REQUEST CODE: 09", CAUSING DISPLAY OF THE BATCH TOTAL AS SHOWN BELOW

```
    GASECI09                BATCH BALANCE              DATE
        MESSAGE:
        TRANS REQUEST CODE: 09
BATCH NMBR: 82027000 CUSAS/PROJECT INDICATOR: C AGCY-CD: GS DIV:
BATCH DOLLAR AMOUNT:  1 *       PSWD: (SECRET)
DATA BASE BATCH TOTAL:          NUMBER OF VOUCHERS THIS BATCH:
```

* SOME AMOUNT MUST BE ENTERED INTO THE BATCH DOLLAR AMOUNT FIELD. IF THE BATCH TOTAL AMOUNT HAS BEEN PRE-DETERMINED, THAT AMOUNT SHOULD BE ENTERED TO BE COMPARED TO THE COMPUTER DETERMINED TOTAL OF THE BATCH. OTHERWISE THE "1" AS SHOWN ABOVE IS ADEQUATE. THE FOLLOWING PAGE SHOWS AN EXAMPLE OF THE REPORT WHICH WOULD BE DISPLAYED AS A RESULT OF ENTERING THE ABOVE SCREEN.

```
GASECI09                    BATCH BALANCE                    DATE
MESSAGE: I090001 THE BATCH IS NOT IN BALANCE BY DIFF. $3,143.46-
    TRANS REQUEST CODE: 09
BATCH NMBR: 82027000 CUSAS/PROJECT INDICATOR: C AGCY-CD: GS DIV:
BATCH DOLLAR AMOUNT: 000,000,000.01   PSWD: (SECRET)
DATA BASE BATCH TOTAL: $3,143.47 NUMBER OF VOUCHERS THIS BATCH: 3
```

INQUIRY 10 - DISPLAY TOTALS AND DETAIL OF A SPECIFIED BATCH

TO MAKE INQUIRY FOR A BATCH TOTAL AND ITS DETAIL, USE "TRANS REQUEST CODE: 10"

```
    GASECI09                BATCH BALANCE              DATE
        MESSAGE:
        TRANS REQUEST CODE: 10
BATCH NMBER: 82095000 CUSAS/PROJ. INDICATOR: AGCY-CD: GS DIV:
BATCH DOLLAR AMOUNT:  1 *   PSWD: (SECRET)
DATA BASE BATCH TOTAL:          NUMBER OF VOUCHERS THIS BATCH:
```

* SOME AMOUNT MUST BE ENTERED INTO THE BATCH DOLLAR AMOUNT FIELD. IF THE BATCH TOTAL AMOUNT HAS BEEN PRE-DETERMINED, THAT AMOUNT SHOULD BE ENTERED TO BE COMPARED TO THE COMPUTER DETERMINED TOTAL OF THE BATCH. OTHERWISE THE "1" AS SHOWN ABOVE IS ADEQUATE. USE OF THIS SCREEN WITH INFORMATION ENTERED AS ABOVE WILL SHOW THE BATCH TOTAL AND DETAIL AS IN THE EXAMPLE FOLLOWING

```
GASECI10          VOUCHER BATCH DETAIL          DATE
MESSAGE: I110 CALCULATED BATCH TOTAL DOES NOT EQUAL INPUT TOTAL
DIFFERENCE              49.99
BATCH NUMBER: 82098999    CUSAS/PROJECT: C  AGENCY CODE: GS
ACCOUNT/PROJECT     DATE     VOU NO  SEQ# TP DESCRIPT          AMT
001-442-01-0000-0000 04/08/82 0000010 0001 DR CONTRACT        25.00
403-442-55-0000-0000 04/08/82 A000012 0001 DR VENDOR 1        15.00
647-442-10-0000-0000 03/31/82 XYZ1234 0001 DR VENDOR X        10.00


                                        TOTAL                 50.00
```

IF THE CUSAS/PROJECT INDICATOR WAS "P", UNDER THE HEADING "ACCOUNT PROJECT" ABOVE, A PROJECT/DEPARTMENT/LINE ACCOUNT NUMBER WOULD BE LISTED ALONG WITH THE OTHER DATA FOR WHICH COLUMNS HAVE BEEN PROVIDED. HAD A CONTROL TOTAL OF $50.00 BEEN ENTERED IN THE ORIGINAL REQUEST SCREEN, NO ERROR MEESAGE WOULD HAVE APPEARED ON THE ABOVE SCREEN.

CHAPTER 10

USE OF JOURNAL ENTRIES
POST TO PROJECT SUMMARIES
PROVIDE AUDIT TRAIL OF INCREASES OR DECREASES TO PROJECT/DEPARTMENT/LINE APPROPRIATIONS, RESERVES AND ALLOTMENTS

JOURNAL ENTRIES

GENERALIZED ACCOUNTING SYSTEM JOURNAL ENTRY MAINTENANCE

TASKS

CREATE OR MAKE INQUIRY OF A JOURNAL ENTRY
ENTERING A DEBIT OR CREDIT TO BE POSTED TO A SINGLE
PROJECT/DEPARTMENT/LINE SUMMARY RECORD
ENTERING DEBITS AND CREDITS TO BE POSTED TO MORE THAN
ONE PROJECT/DEPARTMENT/LINE SUMMARY RECORD
RECORDING INCREASES OR DECREASES TO
PROJECT/DEPARTMENT LINE
DEPARTMENT/LINE APPROPRIATIONS, RESERVES AND
ALLOTMENTS AS A RESULT OF POSTINGS ACCOMPLISHED
THROUGH PROJECT APPROPRIATION ENTRIES

NARRATIVE

JOURNAL ENTRIES ARE PROVIDE TO ENTER INFORMATION
WHICH FOR ONE VALID REASON OR ANOTHER
CANNOT BE CAPTURED THROUGH OTHER MODULES OF GAS II.

CERTAIN PROJECT LINE RECORDS ARE TIED TO CUSAS RULES TO ENSURE COMPATIBILITY IN CONCURRENT PROCESSING BUT WHICH DO NOT HAVE NEED FOR FOLLOWING CUSAS RULES WHEN PROCESSING IS NOT RELATIVE TO SPECIFIC CUSAS MANAGEMENT. IN SUCH A CASE, PROJECT SUMMARY RECORDS MAY BE UPDATED WITH JOURNAL ENTRIES TO REFLECT BALANCES AS REQUIRED BY THE PARTICULAR CONDITION OF PROCESSING AT HAND. FOR INSTANCE, A LINE 9428 MAY BE DESIRABLE FOR IDENTIFICATION IN A SPECIFIC PROJECT RECORD. SINCE THIS IS NOT COMPATIBLE WITH CUSAS RULES WHICH WOULD NOT RECOGNIZE SUCH A MAJOR OBJECT NUMBER AND THE USER HAS NOT ELECTED TO USE THE UNINHIBITED LINE NUMBERS BELOW 1000, A JOURNAL ENTRY MAY BE USED IN THE PLACE OF A PROJECT VOUCHER TO INCREASE OR DECREASE A PROJECT/DEPARTMENT/LINE SUMMARY BALANCE.

FOR AUDIT PURPOSES, SOME USERS MAY WISH TO PROVIDE A RECORD OF OR OTHERWISE TRACK ENTRIES POSTED TO THE PROJECT/DEPARTMENT/LINE APPROPRIATION, RESERVE, AND ALLOTMENT FIELDS AS PART OF ORIGINAL ENTRIES, OR AS SUBSEQUENT CHANGES TO THESE TOTALS. WHEN SUCH PROJECT RECORDS ARE POSTED, AN AUTOMATIC JOURNAL ENTRY CAN BE CREATED TO SHOW WHAT THE INCREASE OR DECREASE RECORD WAS TO THE PARTICULAR ACCOUNT INVOLVED. IF MORE THAN ONE PROJECT IS INVOLVED, THEN THE "TO" AND "FROM" RECORDS ARE RECORDED. IF THE TRANSFER IS WITHIN A SINGLE PROJECT/DEPARTMENT/LINE RECORD THE JOURNAL ENTRY WILL SHOW AN INCREASE AND DECREASE TO THE SAME RECORD, PROVIDING THE DATE FOR SUCH ENTRY.

IT IS ANTICIPATED THAT IN VARIOUS GENERAL LEDGER SITUATIONS, IT WOULD BE PRACTICAL TO SET UP A SPECIAL PROJECT ACCOUNT FOR THE

RECORDING IN SUMMARY OF CERTAIN BALANCES WHICH ARE NOT OTHERWISE PROVIDED BY GAS II, BUT WHICH WOULD BE DESIRABLE FOR THE INCLUSION OF ENTRIES TO BE MADE TO A COMPLETE FINANCIAL STATEMENT REFLECTING A SET OF GENERAL LEDGER ACCOUNTS FOR TOTAL FISCAL ACCOUNTABILITY AS REQUIRED BY GENERALLY ACCEPTED ACCOUNTING PRINCIPLES.

SCREEN "GASJEM"

/FOR GASJEM -- JOURNAL ENTRY MAINTENANCE

THE JOURNAL ENTRY SCREEN IS ACCESSED BY USING THE COMMAND
"/FOR GASJEM"
WHICH CAUSES THE FOLLOWING SCREEN TO APPEAR

```
GASJEM00              JOURNAL ENTRY                    DATE
ERRORS:

                              MODE:

  TASK:  AGCY-CD:  DIV:   FY:    PASSWORD:              OPERID:
  JOURNAL ENTRY DATE:              JOURNAL ENTRY SEQ NUM:
  JOURNAL ENTRY DESCRIPTION:
PROJ PROJ DEPT LINE DET-OBJ DET-OBJ ACCOUNT DEBIT CREDIT
 FY    #    #    #    CODE    SUFFIX  DESCR   AMT    AMT
__  _____ _____ _____ _____     __    (_10__) (_11_)(_11_)
__  _____ _____ _____ _____     __    (_10__) (_11_)(_11_)
__  _____ _____ _____ _____     __    (_10__) (_11_)(_11_)
__  _____ _____ _____ _____     __    (_10__) (_11_)(_11_)
__  _____ _____ _____ _____     __    (_10__) (_11_)(_11_)
__  _____ _____ _____ _____     __    (_10__) (_11_)(_11_)
__  _____ _____ _____ _____     __    (_10__) (_11_)(_11_)
```

DESCRIPTIONS OF THE VARIOUS FIELDS FOR THE GASJEM SCREEN

FIELD NAME	SIZE	CONTENTS AND USAGE
MODE:	1	"T" TRANSACTION
TASK:	1	"A" ADD A JOURNAL ENTRY RECORD "I" INQUIRE A JOURNAL ENTRY RECORD
AGCY-CD:	2	TWO LETTERS REPRESENTING THE IMS ASSIGNED AGENCY CODE
DIV:	2	OPTIONAL DIVISION NUMBER REQUIRED ONLY FOR AGENCIES REQUESTING SPECIAL PASSWORD SECURITY BY DIVISION
FY:	2	FISCAL YEAR TO WHICH THE PARTICULAR JOURNAL ENTRY IS TO BE FILED
PSWD:	8	THE 8-CHARACTER SECRET PASSWORD. NOT DISPLAYED WHEN ENTERED.
OPERID:	3	THREE LETTERS REPRESENTING THE OPERATOR'S INITIALS
JOURNAL ENTRY DATE:	6	DATE OF THE SPECIFIC JOURNAL ENTRY
JOURNAL ENTRY SEQ NUM:	6	NUMERIC JOURNAL ENTRY DESIGNATOR
JOURNAL ENTRY DESCRIPTION:	30	JOURNAL ENTRY DESCRIPTION AS REQUIRED WILL BE DISPLAYED ON INQUIRY

SPECIAL CONSIDERATION REGARDING INDIVIDUAL DETAIL LINES
ENTERED ONTO THE JOURNAL ENTRY SCREEN

UP TO SEVEN SEPARATE LINES MAY BE ENTERED
A SINGLE LINE ONLY MAY BE USED IF REQUIRED
IF MORE THAN ONE LINE IS ENTERED, THE SUM OF THE DEBITS MUST
EQUAL THE SUM OF THE CREDITS.

FIELD NAME	SIZE	CONTENTS AND USAGE
PROJ FY:	2	PROJECT FISCAL YEAR FOR THE SPECIFIC PROJECT/DEPARTMENT/LINE/ JOURNAL DETAIL ENTRY. DIFFERENT FISCAL YEARS MAY BE INDIVIDUALLY ADDRESSED WITHIN A SINGLE JOURNAL ENTRY.
PROJECT #:	4	DESIRED PROJECT NUMBER FOR INDIVIDUAL JOURNAL ENTRY DETAIL
DEPARTMENT #:	4	DESIRED DEPARTMENT NUMBER FOR INDIVIDUAL JOURNAL ENTRY DETAIL
LINE #:	4	DESIRED LINE NUMBER FOR INDIVIDUAL JOURNAL ENTRY DETAIL
DET-OBJ CODE	4	APPROPRIATE DETAIL OBJECT CODE; MUST BE PRESENT BUT NEED NOT FOLLOW CUSAS RULES OF ASSOCIATION WITH A MAJOR OBJECT CODE.
DET-OBJ SUFFIX	2	OPTIONAL TWO CHARACTER SUFFIX
ACCOUNT DESCRIPT	10	TEN CHARACTER INDIVIDUAL LINE DESCRIPTOR
DEBIT AMT	11	NUMERIC DEBIT AMOUNT INCLUDING TWO PLACE DECIMAL
CREDIT AMT	11	NUMERIC CREDIT AMOUNT INCLUDING TWO PLACE DECIMAL

ESTABLISH A JOURNAL ENTRY RECORD

THE JOURNAL ENTRY MODULE PROVIDES FOR ESTABLISHING JOURNAL ENTRIES FORMATTED IN A CONVENTIONAL APPEARANCE PATTERNED AFTER A TRADITIONAL MANUAL JOURNAL ENTRY. EACH INDIVIDUAL DEBIT OR CREDIT IS POSTED TO ITS OWN ACCUMULATOR WITHIN THE PROJECT/DEPARTMENT/LINE SUMMARY WITH WHICH IT IS ASSOCIATED FOR APPROPRIATE USE BY WHATEVER INQUIRY OR PROCESS SUCH INFORMATION IS USED IN GAS II.

TO OBTAIN THE JOURNAL ENTRY SCREEN
THE GAS II ACCOUNTANT SHOULD ENTER THE CALL
/FOR GASJEM

THE FOLLOWING SCREEN WILL APPEAR INTO WHICH APPROPRIATE INFORMATION SHOULD BE ENTERED.

TRAN CODE 21 - JOURNAL ENTRY MAINTENANCE

ADD A JOURNAL ENTRY

```
   GASJEM00              JOURNAL ENTRY                      DATE
   ERRORS:

                                MODE: T
TASK: A AGCY-CD: GS DIV: *  FY: 82 PSWD: (SECRET) OPERID: GP
JOURNAL ENTRY DATE: 051082 JOURNAL ENTRY SEQ NUM: 000001
       JOURNAL ENTRY DESCRIPTION: THIRTY CHARACTERS OF INFO.
    PROJ PROJ DEPT LINE DET-OBJ DET-OBJ ACCOUNT DEBIT CREDIT
     FY    #    #    #    CODE   SUFFIX  DESCR   AMT   AMT
     82  0001 7896 9234   0002     GL    OPTION  14000
     81  0001 7932 9234   0002     34    OTHER         14000
     __  ____ ____ ____   ____     __    (_10__) (_11_)(_11_)
     __  ____ ____ ____   ____     __    (_10__) (_11_)(_11_)
     __  ____ ____ ____   ____     __    (_10__) (_11_)(_11_)
     __  ____ ____ ____   ____     __    (_10__) (_11_)(_11_)
     __  ____ ____ ____   ____     __    (_10__) (_11_)(_11_)
```

* "DIV:" IS NOT REQUIRED EXCEPT IN THOSE AGENCIES REQUIRING PASSWORD SECURITY BY DIVISION.

THE BRACKETED LINES ABOVE DO NOT APPEAR ON THE SCREEN BUT THE CURSOR IS POSITIONED ON EACH LINE READY FOR ITS ENTRY AND COMPLETION. THE UPPER PORTION OF THE SCREEN IS DESIGNED FOR ENTRY OF THAT DATA WHICH IS REQUIRED TO IDENTIFY THE AGENCY, FISCAL YEAR, DIVISION/PASSWORD SECURITY WHERE REQUIRED, OPERATOR ID, JOURNAL ENTRY DATE, JOURNAL ENTRY SEQUENCE NUMBER AND JOURNAL ENTRY DESCRIPTION. THE LOWER SECTION OF THE SCREEN PROVIDES FOR THE ENTRY OF FROM ONE TO SEVEN DETAIL LINES CONTAINING THOSE FIELDS WHICH MUST BE USED TO SPECIFY 1) THE FISCAL YEAR OF THE PROJECT SEGMENT TO BE UPDATED 2) ITS KEY FIELDS, CONSISTING OF PROJECT NUMBER, DEPARTMENT NUMBER AND LINE NUMBER, 3) ITS DETAIL OBJECT CODE, 4) AN OPTIONAL SUFFIX CODE, 5) ITS ACCOUNT DESCRIPTION AND EITHER 6) ITS DEBIT AMOUNT OR 7) ITS CREDIT AMOUNT. ALL FIELDS WITH THE EXCEPTION OF THE DETAIL OBJECT SUFFIX MUST BE ENTERED. IF MORE THAN ONE DETAIL LINE IS ENTERED, NO TWO GROUPS OF KEY FIELDS MAY BE THE SAME, AND THE SUM OF ALL DEBIT AMOUNTS ENTERED MUST BE EQUAL TO THE SUM OF ALL CREDIT AMOUNTS ENTEDED. WHEN A JOURNAL ENTRY TRANSACTION IS POSTED, THE DEBIT OR CREDIT AMOUNT ENTERED WILL BE ADDED TO THE APPROPRIATE SUMMARY ACCOUNT OF THE PROJECT/DEPARTMENT/LINE SPECIFIED BY THE KEY FIELDS OF EACH DETAIL LINE.

DELETION OF A JOURNAL ENTRY - NOT PROVIDED

WHEN THE JORNAL ENTRY MODULE WAS ADAPTED FOR PRODUCTION THE ACCOUNTING USERS ADVISED AGAINST ALLOWING DELETION OF A JOURNAL ENTRY

ON THE GROUNDS THAT FOR PROPER AUDIT TRAIL, AN OFFSETTING ENTRY WOULD BE MORE APPROPRIATE RATHER THAN "THROWING AWAY" THE OFFENDING ENTRY BY ITS COMPUTER ERASURE.

CHAPTER 11

HOW TO USE GAS II EXPENDITURE CONTROL TO PROVIDE VOUCHER SCHEDULING CREATION OF A MAGNETIC TAPE FOR VOUCHER TRANSMITTAL TO THE COMPTROLLER PRINTING OF INVOICE/VOUCHERS THE DATA FOR WHICH HAS BEEN ENTERED TO GAS II FILES

VOUCHER SCHEDULE WRITING/MAGNETIC TAPE/VOUCHER PREPARATION

TASKS

USING RECENTLY POSTED GAS II VOUCHER INFORMATION, PROVIDE OVERNIGHT PROCESSING OF

- SPECIFIED SCHEDULES ASSOCIATED WITH VOUCHERS ENTERED INTO GAS II FILES,

- MAGNETIC TAPE RECORDS OF SELECTED VOUCHERS TO BE USED BY THE COMPTROLLER, STATE OF ILLINOIS, FOR PREPARING A SUBMITTING AGENCY'S WARRANTS

- REPORTS REQUIRED BY THE COMPTROLLER TO ACCOMPANY VOUCHERS SUBMITTED FOR PAYMENT WITH ITS ASSOCIATED MAGNETIC TAPE

- DESIGNATED ORIGINAL INVOICE/VOUCHERS PRODUCED FROM INFORMATION ENTERED INTO THE GAS II FILES

NARRATIVE

GAS II PROVIDES MANY EDIT CHECKS WHEN PROCESSING VOUCHERS ENTERED INTO THE RECORDS OF A USER AGENCY. THIS ASSURES THAT THE INFORMATION POSTED MEETS AS MANY REQUIREMENTS OF THE COMPTROLLER AS IS PRACTICAL TO CHECK WITH AN AUTOMATED EXAMINATION. RECOGNIZING THAT MOST OF THE VOUCHER INFORMATION ENTERED TO THE AGENCY'S LEDGERS NEED ALSO BE PASSED TO THE COMPTROLLER FOR WARRANT PROCESSING, IT WOULD APPEAR BENEFICIAL TO BOTH THE AGENCY AND THE COMPTROLLER IF PERTINENT INFORMATION AVAILABLE IN ONE COMPUTER SYSTEM COULD BE TRANSFERRED TO ANOTHER WITHOUT ADDITIONAL MANUAL HANDLING AND REENTRY.

THROUGH THE COOPERATION OF THE ACCOUNTING DIVISION OF THE DEPARTMENT OF COMMERCE AND COMMUNITY AFFAIRS, AND LATER THE DEPARTMENT OF PUBLIC HEALTH, RULES AND REQUIREMENTS WERE DEFINED TO ENABLE USE OF GAS II TO SUBMIT VOUCHER INFORMATION TO THE COMPTROLLER FOR WARRANT PREPARATION. AT THE SAME TIME THE DESIGN WAS OUTLINED FOR APPROPRIATE REPORTS, VOUCHER SCHEDULES, AND CERTAIN TYPES OF PRINTED VOUCHERS TO BE PRODUCED USING STANDARD MODULES OF GAS II. MUCH OF THIS CHAPTER IS PARAPHRASED FROM DOCUMENTATION DEVELOPED BY THE DEPARTMENT OF COMMERCE AND COMMUNITY AFFAIRS.

HOW TO PROCESS INFORMATION FOR THE COMPTROLLER TO PRODUCE WARRANTS, FOR THE AGENCY TO WRITE SCHEDULES, PRINT VOUCHERS, AND GENERATE SUITABLE REPORTS IS THE SUBJECT OF THE FOLLOWING SECTIONS.

OPTIONS AVAILABLE FOR PROCESSING VOUCHERS

- OPTION 1
  - PRINT SCHEDULES
  - PROVIDE MAGNETIC TAPE RECORD OF VOUCHERS SUBMITTED FOR PAYMENT
  - PREPARE BALANCE REPORTS
  - PROVIDE SCHEDULE REPORTS
  - LIST VOUCHERS NOT PROCESSED WITH REASON FOR EXCEPTION
- OPTION 2
  - ALL OF OPTION 1, PLUS
  - PRINT SELECTED VOUCHERS

USE OF BATCH CONTROL FOR OPTION DECLARATION

THERE IS NO DIRECT CONNECTION BETWEEN GAS II EXPENDITURE CONTROL PROCESSING AND THE PREPARATION OF VOUCHERS FOR SUBMISSION TO THE COMPTROLLER, EXCEPT FOR THE THE BATCH NUMBER WHICH IS REQUIRED FOR ENTRY OF EVERY GAS II VOUCHER TRANSACTION. USING THIS BATCH NUMBER IN A SPECIAL WAY ALLOWS THE USER TO PASS INSTRUCTIONS FROM GAS II VOUCHER PROCESSING TO THE VOUCHER SCHEDULE/TAPE/VOUCHER PRINT MODULE OF THE GENERALIZED ACCOUNTING SYSTEM.

DEFINING ELEMENTS OF THE BATCH CONTROL NUMBER

THE BATCH CONTROL NUMBER IS USED IN GAS II TO PERMIT ENTRY OF VARIOUS VOUCHERS UNDER WHATEVER APPROPRIATION CODE IS PROPER WITHIN A LIST OF VOUCHERS TO BE POSTED. THE BATCH CONTROL SYSTEM SUMMARIZES THESE DISSIMILAR VOUCHERS FOR CHECKING THE DOLLAR TOTALS AGAINST CONTROL TAPES PROVIDED FOR THE PURPOSE OF ASSURING THAT DOLLARS ENTERED EQUAL DOLLARS SUBMITTED FOR ENTRY. ALSO, THE BATCH CONTROL SCREEN CAN DISPLAY ALL OF THE VOUCHERS IN THE BATCH FOR COMPARISON WITH THE ORIGINAL LIST OF SOURCE DOCUMENTS FOR ERROR CORRECTION.

THE SYSTEM USES THE FIRST FIVE OF THE REQUIRED EIGHT NUMBERS TO EXPRESS THE CURRENT CALENDAR YEAR AND THE THREE DIGIT JULIAN DATE. THE LAST THREE NUMBERS MAY BE EXPRESSED TO DEFINE HOW THE USER WISHES

TO PROCESS VOUCHERS IN SCHEDULE PREPARATION, VOUCHER TAPING, AND ALSO VOUCHER WRITING WHEN WANTED.

BATCH NUMBER CONSTRUCTION:

```
" AA BBB C D E "
   AA  = CALENDAR YEAR
   BBB = JULIAN DAY
   C   = PROCESSING OPTION
   —   1   = PRODUCE A TAPE AND SCHEDULES
   —   2   = TAPE, SCHEDULES, PRINT VOUCHERS
   —   3   = LIST ENTIRE BATCH ON EXCEPTION REPORT
   D   = COMPTROLLER'S VOUCHER CODE
   —   2   = TRAVEL VOUCHER  (C10)
   —   3   = LIST VOUCHER    (C14)
   —   4   = INVOICE/VOUCHER (C13)
   —   5   = GROUPING SHEET  (C12)
   E   = 0 - 9 SEQUENTIAL FOR AGENCY USE
```

THE FOLLOWING TABLE SHOWS THE CONSTRUCTION OF THE BATCH CODE AND HOW IT IS USED TO IDENTIFY INFORMATION REQUIRED BY THE COMPTROLLER.

FIRST FIVE DIGITS OF THE BATCH CODE

FISCAL YEAR/JULIAN DATE	YY JJJ	YEAR AND JULIAN DATE

SIXTH THROUGH EIGHTH DIGITS OF THE BATCH CODE

SIXTH DIGIT OF BATCH NUMBER	N..	1 = PRINT SCHEDULES AND WRITE TAPE 2 = PRINT SCHEDULES PREPARE MAGNETIC TAPE PRINT VOUCHERS 3 = LIST VOUCHERS WITHIN THIS BATCH ON THE EXCEPTION REPORT DO NOT PREPARE MAGNETIC TAPE DO NOT PRINT VOUCHERS
SEVENTH DIGIT OF BATCH NUMBER	.N.	2 = TRAVEL VOUCHER 3 = LIST VOUCHER 4 = THE STANDARD INVOICE/VOUCHER 5 = GROUPING SHEET
EIGHTH DIGIT OF BATCH NUMBER	..N	0 - 9 AT USER'S OPTION

WITH THE ABOVE CODE STRUCTURE THE USING AGENCY CAN SPECIFY HOW ANY PARTICULAR VOUCHER IS TO BE HANDLED FOR MEETING VOUCHER SCHEDULE/TAPE WRITE/VOUCHER WRITE REQUIREMENTS.

USING THE OPTION CODE STRUCTURE

AS THE PRECEDING TABLE ILLUSTRATES, USING THE SIXTH DIGIT OF THE BATCH NUMBER ALLOWS THE USER TO EXERCISE THE OPTION CONTROLLING THE PROCESSING FOR ANY INDIVIDUAL VOUCHER SINCE EACH VOUCHER ENTERED INTO THE GAS II FILES REQUIRES A VALID BATCH NUMBER. WHEN USING THE VOUCHER SCHEDULE/TAPEWRITE/VOUCHER WRITE SUB-SYSTEM, INCLUDING A VOUCHER WITHIN A SPECIFIC BATCH DETERMINES HOW THE VOUCHER WILL BE HANDLED. USING A BATCH NUMBER FOR ANY PARTICULAR GROUP OF VOUCHERS WHICH DOES NOT COMPLY WITH THE APPLICABLE RULES STATED ABOVE WILL MERELY RESULT IN SUCH VOUCHERS NOT BEING SCHEDULED. THEY WILL BE REPORTED AS EXCEPTIONS WHICH WERE NOT PROCESSED ALONG WITH OTHER VOUCHERS THAT MAY HAVE BEEN REJECTED AS BEING INCOMPLETE OR MAY HAVE BEEN CODED TO BE EXCLUDED FROM THE COMPTROLLER'S MAGNETIC TAPE AND OTHER REPORTS.

PRELIMINARY SETUP FOR SCHEDULE WRITING AND MAGNETIC TAPE PREPARATION

USE OF THE VENDOR FILE

NAMES AND ADDRESSES AS REPRESENTED ON INVOICE VOUCHERS

THE MAGNETIC TAPE SENT TO THE COMPTROLLER MUST INCLUDE PRESENCE OF A NAME AND ADDRESS FOR EACH VENDOR. THE VENDOR FILE IS USED TO PROVIDE THIS INFORMATION FOR EACH VOUCHER WRITTEN TO THE TAPE. IF THE FEIN REPORTED ON THE VOUCHER IS NOT MATCHED WITH A NAME AND ADDRESS ON THE VENDOR FILE, THE VOUCHER WILL BE WRITTEN ON THE EXCEPTION LIST AND NOT PROCESSED FOR THE COMPTROLLER'S TAPE AND WILL NOT BE LISTED ON A SCHEDULE.

SCHEDULE HEADINGS

TO PRINT SCHEDULES REPRESENTING THE VARIOUS VOUCHERS INTENDED TO BE PROCESSED BY THE SCHEDULE/MAGNETIC TAPE PREPARATION MODULE, CERTAIN TITLES NEED TO BE MADE AVAILABLE FOR HEADINGS ON THE VARIOUS SCHEDULES TO BE PRODUCED. THESE HEADINGS ARE STORED IN THE VENDOR NAMES FILE.

THE FILE OF VENDORS IDENTIFIES NAMES BY USE OF THE FEIN NUMBERS. TO LOCATE NOMENCLATURE RECORDS IN THIS FILE, SPECIAL FEIN NUMBERS HAVE BEEN RESERVED TO POINT TO INFORMATION REQUIRED FOR THE SCHEDULE HEADINGS

FUNDS AND AGENCY/DIVISIONS

THE USER CREATES A NAME RECORD FOR EACH FUND APPLICABLE TO SCHEDULE WRITING AND FOR EACH AGENCY/DIVISION REQUIRED TO BE LISTED ON A SCHEDULE BY USING A SPECIAL FEIN. IF A FEIN REPRESENTING THE APPROPRIATE FUND OR AGENCY/DIVISION IS NOT FOUND WHEN SCHEDULES ARE PROCESSED, A SINGLE ASTERISK (*) WILL BE PRINTED IN THE APPROPRIATE SPACE ON THE SCHEDULE. THE AGENCY USER MAY MANUALLY TYPE IN THE NAME OF THE FUND OR AGENCY/DIVISION ON THE SCHEDULE BEFORE IT IS ASSEMBLED WITH ITS VOUCHERS.

CONSTRUCTION OF FEIN TO BE ASSOCIATED WITH A FUND NAME

FEIN = XX YYY 00000000000

- XX = FISCAL YEAR
- YY = FUND NUMBER
- 0 = ZEROES FOR ELEVEN POSITIONS

ENTRY OF FUND NAMES

SINCE THE FEIN NAME AND ADDRESS FILE IS SORTED ALPHABETICALLY IN CERTAIN GAS II REPORTS, IT IS DESIRABLE TO SET UP NOMENCLATURE INFORMATION AT THE FRONT OF THE ALPHABET SEGREGATED FROM VENDOR NAMES AND ADDRESSES. TO ACHIEVE THIS, IT IS SUGGESTED THAT THE FUND NAME BE ENTERED INTO THE VENDOR NAME FIELD WITH THREE SPACES PRECEDING THE FUND NAME.

CONSTRUCTION OF FEIN TO BE ASSOCIATED WITH AN AGENCY/DIVISION NAME

```
FEIN = XX YYYYY 000000000
-   XX     = FISCAL YEAR
-   YYYYY  = AGENCY/DIVISION NUMBER
-   0      = ZEROES FOR NINE POSITIONS
```

ENTRY OF AGENCY/DIVISION NAMES

SPECIAL CONSIDERATION SHOULD BE GIVEN ENTRY OF AGENCY/DIVISION NAMES, IN THAT A SINGLE VENDOR RECORD MAY CONTAIN INFORMATION FOR SCHEDULE PREPARATION AND ALSO FOR THE WRITING OF AN INVOICE/VOUCHER FORM.

THE NAME IN THE VENDOR RECORD WHICH IS TO CONTAIN THE IDENTIFICATION OF THE AGENCY/DIVISION TO BE PRINTED IN THE SMALL BLOCK IN THE UPPER MIDDLE OF THE SCHEDULE FORM SHOULD BE PREFIXED WITH TWO SPACES ALLOWING THAT NAME TO BE SORTED AFTER THE FUND NAME IN THE ALPHABETICAL ORDER OF THE VENDOR FILE. BUT SINCE THE AREA ON THE SCHEDULE IS TOO SMALL TO CONTAIN MORE THAN HALF OF THE THIRTY CHARACTERS IN THE VENDOR NAMES RECORD, IT IS SUGGESTED THAT MEANINGFUL ABREVIATIONS BE DEVELOPED TO BE PRINTED ON THE TWO LINES OF THE DIVISION NAME BLOCK ON THE SCHEDULE. THE FIRST ABREVIATED DESCRIPTION CAN BE NO MORE THAN THIRTEEN CHARACTERS (PRECEDED BY TWO SPACES) AND THE SECOND MAY BE FIFTEEN CHARACTERS LONG.

IF THE AGENCY ELECTS TO PREPARE PRINTED INVOICE-VOUCHERS IN ADDITION TO SCHEDULES, IT SHOULD ALSO ENTER A VALID STREET ADDRESS,

CITY,STATE AND ZIP, FOR EACH AGENCY/DIVISION RECORD FOR WHICH IT INTENDS TO PROVIDE AN INVOICE VOUCHER. WITH THIS ADDITIONAL INFORMATION A PROPER AGENCY NAME AND ADDRESS WILL BE PRINTED AT THE TOP OF EACH INVOICE VOUCHER.

APPROPRIATION ACCOUNT NAME

EACH APPROPRIATION ACCOUNT IS ESTABLISHED IN GAS II WITH THE NAME ASSOCIATED WITH THE RECORD SET UP ON THE ENTRY SCREEN "GASALM00". THIS NAME IS AVAILABLE FOR USE BY THE SCHEDULE WRITING MODULE TO PROVIDE AN APPROPRIATION ACCOUNT NAME FOR THE SCHEDULE. THERE IS AN EXCEPTION TO THIS.

AGENCIES WHO USE THE SUB-ACCOUNT FEATURE (SUBA) FOR FUNCTIONAL ACCOUNTING, SHOULD SET UP A SUBA "0000" ACCOUNT FOR EACH APPROPRIATION ACCOUNT CODE ASSOCIATED WITH ANY VOUCHER TO BE SCHEDULED. SINCE APPROPRIATION ACCOUNTS MOST FREQUENTLY USE STANDARD NOMENCLATURE SUCH AS "PERSONAL SERVICE", "COMMODITIES", ETC, IF THE AGENCY IS SATISFIED TO USE A STANDARD NAME FOR A GIVEN APPROPRIATION LINE ITEM THEN IT NEED NOT ENTER A LINE TITLE IN IN TRANSACTION "01" WHICH SETS UP THE LINE RECORD. IF THE LINE ACCOUNT IS SET UP WITHOUT A LINE TITLE, A NAME FROM A STANDARD TABLE SIMILAR TO CUSAS LISTINGS WILL BE USED. IF THE AGENCY ENTERS A NAME INTO THE ACCOUNT LINE, THE AGENCY'S ENTRY WILL BE USED FOR THE NAME ON THE SCHEDULE AS WELL AS ANY GAS II REPORTS.

REQUESTING VOUCHER SCHEDULES/MAGNETIC TAPE/VOUCHER PRINTING

TO PRINT VOUCHER SCHEDULES, WRITE A MAGNETIC TAPE FOR THE COMPTROLLER, AND OPTIONALLY PRINT VOUCHERS, AN ON LINE SCREEN SHOULD BE CALLED TO ENTER THE REQUEST AND THE RULES UNDER WHICH IT SHOULD OPERATE. THIS IS DONE BY ENTERING THE COMMAND

"/FOR GASEXT4R"

WHICH CAUSES THE FOLLOWING SCREEN TO APPEAR

```
GASEXT4R                    G.A.S. II                          DATE
                        BATCH REPORT SCHEDULE
EXTRACT-4R REQUEST: PLEASE FILL IN THE APPROPRIATE INFORMATION
VALID REQUESTS ARE: A-ADD, C-CHANGE, D-DELETE, I-INQUIRY
BLANK - ALL INQUIRY

TRANSACTION REQUEST:      (A, C, D, I, OR BLANK)

AGCY-CODE:     PASSWORD (SECRET) OPERID:      FY:     SEQ-NUMBER:
AGCY:    DIV:     AS OF DATE:          OPTION:     YTD TOTAL:
                      BATCH NUMBERS
#1:          #2:          #3:          #4:

TRANSACTIONS #1:    #2:   #3:   #4:    #5:    #6:     #7:

VCHRS PER SCHED            VOLUME SERIAL
  12:      19:             OF OUTPUT TAPE:
ROUTING REMOTE:            VPS PRINTER ID:
                                        PF2 FOR INSTRUCTIONS
                                        PF3 FOR MENU SCREEN
```

SPECIAL NOTE: IF THIS SCREEN IS ACCESSED BY ANY METHOD
(DIRECT CALL "/FOR GASEXT4R" OR BY A "PF KEY FROM A MENU SCREEN)

FOR ANY ENTRY TO BE ACCEPTED, AT LEAST THE "AGCY-CODE:" AND THE "PSWD:" FIELDS MUST KEYED WITH VALID INFORMATION. OTHERWISE A MESSAGE WILL BE DISPLAYED "NO SUCH TRANSACTION"

DESCRIPTIONS OF THE VARIOUS FIELDS FOR THE GASEXT4R SCREEN

FIELD NAME	SIZE	CONTENTS AND USAGE
TRANSACTION REQUEST:	1	A - ADD REPORT REQUEST TO OTHER REPORTS REQUESTED IF ANY C - CHANGE REQUESTED (REQUIRES A SEQUENCE NUMBER). A CHANGE REQUEST ACTIVATES DISPLAY OF THE INFORMATION CURRENTLY ENTERED. CHANGES ARE MADE BY RE-KEYING VALID INFORMATION. D - DELETE THE REPORT INDICATED (REQUIRES A SEQUENCE NUMBER). A DELETE REQUEST ACTIVATES DISPLAY OF INFORMATION CURRENTLY ENTERED. AN EXTRA DEPRESSION OF THE ENTRY KEY MUST BE MADE TO COMPLETE A DELETION I- INQUIRY ABOUT REPORT INDICATED (REQUIRES A SEQUENCE NUMBER). AN INQUIRY TRANSACTION DISPLAYS THE INFORMATION ON FILE FOR THE CURRENT DATE. BLANK - DISPLAYS ALL REPORTS THAT HAVE BEEN REQUESTED DURING THE CURRENT DATE. IF MORE THAN ONE PAGE, DEPRESS THE "ENTER KEY" TO OBTAIN THE NEXT PAGE, AND DEPRESS "PA2" TO RETURN TO THE EXTRACT SCREEN.
AGCY-CODE:	2	STANDARD TWO LETTER AGENCY IDENTIFIER
PSWD:	8	EIGHT CHARACTER SECRET PASSWORD (NOT DISPLAYED)
OPERID:	3	THREE CHARACTER OPERATOR IDENTIFICATION
FY:	2	CURRENT FISCAL YEAR. DURING THE LAPSE PERIOD, DIFFERENT FISCAL YEARS SHOULD BE REQUESTED ON ALTERNATE NIGHTS FOR PROCESSING
SEQ-NUMBER:	3	LEAVE BLANK FOR ADD AND "BLANK" TRANSACTION REQUESTS. REQUIRED FOR SPECIFIC REPORT REQUEST DELETIONS, CHANGES, OR INQUIRIES.

FIELD NAME	SIZE	CONTENTS AND USAGE
AGCY:	3	APPROPRIATE REQUESTING AGENCY'S NUMBER
DIV:	2	NOT REQUIRED EXCEPT FOR AGENCIES USING DIVISION AS A SECURITY CODE
AS OF DATE:	6	DATE TO BE USED ON SCHEDULES, COMPTROLLER'S TAPE, AND REPORTS.
OPTION:	1	SPECIAL CODE DEFINING PROCESSING REQUIRED 1 - PREPARE SCHEDULES, MAGNETIC TAPE, AND REPORTS 2 - PREPARE SCHEDULES, MAGNETIC TAPE, REPORTS, AND VOUCHERS AS PER BATCHES SO INDICATED 3 - PROVIDE YEAR TO DATE TOTALS FOR ENTRY INTO THE FIELD "YTD TOTAL" FOR THE INITIAL PRODUCTION RUN, TO BE SCHEDULED FOR THE FOLLOWING DAY. 4 - PROCESSES BATCHES WITH OPTION CODE OF 3 AS IF IT WERE A CODE 1 5 - PROCESSES BATCHES WITH OPTION CODE OF 3 AS IF IT WERE A CODE 2 6 - PROCESSES BATCHES WITH OPTION CODE OF 3 AS IF IT WERE A CODE 2 0, 2, 4 - 9 AS IF IT WERE A CODE 1 7 - PROCESSES BATCHES WITH OPTION CODE OF 3 AS IF IT WERE A CODE 2 0, 1, 4 - 9 AS IF IT WERE A CODE 2

FIELD NAME	SIZE	CONTENTS AND USAGE
YTD TOTAL	11	ENTERED FROM PREVIOUS SUMMARY REPORT, OR FROM INITIAL YEAR TO DATE SUMMARY OBTAINED FROM RUNNING OPTION 3. WHEN RUNNING OPTION 3, ZERO'S SHOULD BE ENTERED INTO THE YTD TOTAL TO SIGNAL THE PROGRAM TO GENERATE THESE TOTALS AND TERMINATE PROCESSING IN PREPARATION FOR THE INITIAL RUN TO BE REQUESTED THE FOLLOWING DAY. THE REQUIRED TOTALS WILL PRINT OUT ON A SPECIAL REPORT. IF YTD CONTROLS ARE NOT REQUIRED, IT IS NECESSARY THAT A NOMINAL AMOUNT GREATER THAN ZERO BE ENTERED INTO THE FIELD "YTD TOTAL"
BATCH NUMBERS:	8	AS INDICATED FOLLOWING
#1: (ONLY)		CALENDAR YEAR AND JULIAN DAY OF THE LAST DAY FOR WHICH SCHEDULES AND TAPE WERE PROCESSED. ALL BATCHES ENTERED TO GAS II SINCE THE LAST RUN WILL BE PROCESSED IN THIS CURRENT RUN.
#1: - #4:		FROM ONE TO FOUR BATCHES, BEGINNING WITH THE FIRST, EXPRESSED AS CALENDAR YEAR, JULIAN DAY, AND THREE ZERO'S WILL REQUEST THAT ALL BATCHES FOR THE SPECIFIED JULIAN DAY OR DAYS WILL BE PROCESSED, EXCLUDING ALL OTHER DAYS.
#1: - #4:		COMPLETE EIGHT DIGIT BATCH CODE OF FROM ONE TO FOUR BATCHES WILL CAUSE EACH BATCH SPECIFIED TO BE PROCESSED TO THE EXCLUSION OF ALL OTHERS. THE REQUESTING OF SPECIFIC BATCHES IS MOST USEFUL IN CONJUNCTION WITH ONE OF THE OPTION CODES WHICH CHANGES THE PROCESSING OPTION 0,4,5,6,OR 7 TO A 1 OR 2. THE NEED FOR THIS CHANGE MOST PROBABLY WOULD BE CAUSED BY THE ENTRY OF AN IMPROPER BATCH CODE FOR WHICH IT IS DESIRED TO SALVAGE THE INFORMATION WITHOUT DELETING AND RE-ENTERING THE INCORRECT BATCH.

LIST VOUCHER CONVENTIONS

TO COMPLY WITH CUSAS STANDARDS, LIST VOUCHERS ARE SCHEDULED ONE VOUCHER NUMBER PER SCHEDULE. THE NUMBER OF WARRANTS WHICH SHOULD BE PRODUCED FROM A SINGLE LIST VOUCHER IF MANUALLY SUBMITTED TO THE COMPTROLLER IS LIMITED TO 98 PAYEES . HOWEVER WHEN THE LIST VOUCHER IS SUBMITTED ALONG WITH A MAGNETIC TAPE TO THE COMPTROLLER, UP TO 998 PAYEES MAY BE LISTED ON AN APPROPRIATE NUMBER OF VOUCHER PAGES.

TO IDENTIFY A LIST VOUCHER TO THE VOUCHER SCHEDULE/MAGNETIC TAPE MODULE, A SPECIAL CODING STRUCTURE HAS BEEN DEVELOPED FOR THE VOUCHER NUMBER WHICH IS WITHIN THE COMPTROLLER'S RULES.

DUE TO ITS METHOD OF ENTERING RECORDS ON LINE, GAS II CANNOT ALLOW DUPLICATION OF A VOUCHER NUMBER WITHIN THE SAME LINE APPROPRIATION ACCOUNT. NOT WITHSTANDING, THE COMPTROLLER REQUIRES USE OF A SINGLE VOUCHER NUMBER FOR IDENTIFYING UP TO 998 WARRANTS ON THE SAME SCHEDULE. TO RECONCILE GAS II RESTRICTIONS WITH THE COMPTROLLER'S NEEDS REQUIRES THAT THE VOUCHER NUMBER USED FOR GAS II BE RESTRUCTURED TO ACCOMPLISH THE GOAL OF IDENTIFYING A SERIES OF VOUCHERS AS ONE SINGLE LIST VOUCHER. THIS IS DONE BY DEFINING A UNIQUE ALPHA AND NUMERIC VOUCHER NUMBER SEQUENCED SUCH AS TO BE ACCEPTABLE TO THE GAS II FILES BUT WHEN FORWARDED TO THE COMPTROLLER COMPLIES WITH HIS RULES OF VOUCHER NUMBERING.

ALPHA AND NUMERIC STRUCTURE FOR A LIST VOUCHER

IN CONTRAST TO A CONVENTIONAL VOUCHER NUMBER WHICH IS COMPOSED OF FOUR ALPHANUMERIC CHARACTERS PLUS FOUR NUMERIC DIGITS, A LIST VOUCHER TO BE ACCEPTABLE TO GAS II FILES AS WELL AS THE COMPTROLLER'S PROCESSES NEEDS TO COMPLY WITH THE FOLLOWING

POSITION	CONTENT/MEANING
1	"L" INDICATES A LIST VOUCHER IF COMBINED WITH AN ALPHA CHARACTER IN THE SECOND POSITION, AN "L" IN THE FIRST POSITION WILL NOT ALLOW THE VOUCHER TO BE RECOGNIZED AS A LIST VOUCHER
2 - 5	FOUR POSITION NUMBER REPRESENTING THE ASSIGNED NUMBER PREFIXED WITH THE "L"
6 - 8	SEQUENCE NUMBER 000 - 999 MAKING EACH EIGHT ALPHA/NUMERIC VOUCHER NUMBER A KEY TO A NON DUPLICATE RECORD

STRUCTURING THE VOUCHER NUMBER IN ACCORDANCE WITH THE ABOVE TABLE HAS A NET EFFECT OF LIMITING A LIST VOUCHER NUMBER TO A MAXIMUM OF FOUR NUMERIC CHARACTERS PRECEDED BY "L".

COMPTROLLER REQUIRED TRANSMITTAL CONTROL

THE COMPTROLLER MAKES AVAILABLE A SPECIAL FORM WHICH MUST ACCOMPANY VOUCHERS, SCHEDULES AND THE MAGNETIC TAPE SUBMITTED FOR WARRANT PROCESSING. BELOW IS A FACIMILE OF THIS FORM AND A DESCRIPTION OF ITS USE.

<table>
<tr><td colspan="4">MAGNETIC TAPE TRANSMITTAL CONTROL SLIP</td></tr>
<tr><td colspan="2">1. TO:
OFFICE OF THE COMPTROLLER
ATTN:_____
325 WEST ADAMS STREET
SPRINGFIELD, ILLINOIS 62706</td><td colspan="2">2. FROM

TEL: (___)_____</td></tr>
<tr><td>3. DATE</td><td>4. REEL NUMBER</td><td>5. TAPE IDENTIFIER</td><td></td></tr>
<tr><td colspan="2">6. CONTENTS-SPECIFY</td><td colspan="2">7. HARD COPY DOCUMENTS
NO. OF BOXES/ENVELOPES:</td></tr>
<tr><td colspan="2" rowspan="2">8. CONTROL TOTALS
NO OF SCHEDULES OR BATCHES__
NO OF OBLIGATIONS OR
VOUCHER TRANSACTIONS

TOTAL DOLLAR AMOUNT
OF TRANSACTIONS _____</td><td colspan="2">9. COMMENTS</td></tr>
<tr><td colspan="2">10. FOR COMPTROLLER
USE</td></tr>
</table>

NOTE: TWO COPIES ARE REQUIRED FOR THE COMPTROLLER PLUS AGENCY COPIES AS NEEDED.

EXPLANATION OF THE NUMBERED BOXES OF THE COMPTROLLER'S MAGNETIC TAPE TRANSMITTAL CONTROL SLIP ARE LISTED BELOW

1. "VOUCHER CONTROL" ON THE 'ATTN:' LINE
2. USER AGENCY NAME AND APPROPRIATE TELEPHONE NUMBER

3. CURRENT DATE

4. TAPE REEL EXTERNAL NUMBER (THIS IS REEL NUMBER SPECIFIED IN THE REPORT REQUEST TO HAVE SCHEDULING AND VOUCHER REPORTING RUN)

5. TAPE INTERNAL IDENTIFIER FORMATTED BY THE PROGRAM AS FOLLOWS

   - AA B CCC
     - AA = TWO CHARACTER AGENCY IDENTIFIER
     - B = LAST DIGIT OF THE CURRENT CALENDAR YEAR
     - CCC = JULIAN DAY REPRESENTING THE FIRST BATCH NUMBER ENTERED ON THE REPORT REQUEST

6. "COMMERCIAL VOUCHERS"

7. NUMBER OF BOXES OR ENVELOPES OF SUPPORTING HARD COPY DOCUMENTS. NORMALLY THIS WOULD BE "1"

8. INFORMATION COPIED FROM THE AGENCY TAPE BALANCE REPORT

9. ADDITIONAL INFORMATION IF NEEDED

10. FOR COMPTROLLER

THE PRECEDING FORM IS REQUIRED BY THE COMPTROLLER AND MUST ACCOMPANY THE BOX OF VOUCHERS SCHEDULES AND THE MAGNETIC TAPE.

REPORTS GENERATED BY THE SCHEDULE/MAGNETIC TAPE/VOUCHER MODULE

- AGENCY TAPE BALANCE REPORT
  - CONTROL INFORMATION FOR THE MAGNETIC TAPE TRANSMITTAL CONTROL SLIP
  - YEAR TO DATE CONTROL TOTALS - INPUT TO NEXT RUN
- SCHEDULE REPORT
  - LISTING OF SCHEDULES, SCHEDULE DATA, AND CONTROL TOTALS
- EXCEPTION REPORT
  - LISTING OF ALL VOUCHERS DETERMINED TO BE INVALID WITH REASON FOR FAILURE TO BE SCHEDULED AND TRANSMITTED TO THE COMPTROLLER

THE TOTALS OF THE SCHEDULE VOUCHERS FROM THE SCHEDULE REPORT PLUS THE TOTALS OF THE EXCEPTION REPORT OF REJECTED VOUCHERS PLUS THE TOTALS FROM THE PRECEDING RUN REPORTED ON THE RUN REQUEST SCREEN SHOULD EQUAL THE TOTAL OF ALL VOUCHERS PROCESSED YEAR TO DATE. THESE FACTORS ARE ALL REPORTED ON THE AGENCY TAPE BALANCE REPORT ALONG WITH ANY DIFFERENCES NOTED.

DIFFERENCES MAY BE ACCOUNTED FOR BY DELETIONS OF VOUCHERS PROCESSED SINCE THE LAST CONTROL TOTAL WAS DETERMINED, ADDITIONS OF VOUCHERS ENTERED WITH A BATCH DATE THE SAME AS OR EARLIER THAN THE PREVIOUS RUN, ERRONEOUS ENTRY OF THE PREVIOUS RUN TOTALS INTO THE CURRENT RUN REQUEST SCREEN, OR THE REQUESTING OF SPECIFIC BATCHES TO THE EXCLUSION OF OTHER BATCHES ENTERED SINCE THE LAST RUN.

FOR CONTROL OF VOUCHER SCHEDULING, AND VOUCHER WRITING, EACH FACTOR WHICH COULD CAUSE AN IMBALANCE IN THE AGENCY TAPE BALANCE REPORT SHOULD BE LOGGED AND THE BALANCE REPORT BE RECONCILED. BALANCE REPORT CONTROL IS NOT REQUIRED IF THE AGENCY DESIRES TO CONTROL HANDLING OF THEIR VOUCHER PROCESSING THROUGH OTHER METHODS.

OPERATIONAL CONSIDERATIONS

- USE OF THE BATCH NUMBER IN GAS II EXPENDITURE CONTROL WHEN ENTERING VOUCHERS ALLOWS USE OF SCHEDULE WRITING, TAPE PREPARATION AND VOUCHER WRITING, AND DETERMINES THE PROCESSING OPTION FOR INDIVIDUAL VOUCHERS.

  1. PROVIDE SCHEDULES, AND MAGNETIC TAPE

  2. PROVIDE SCHEDULES, MAGNETIC TAPE, AND VOUCHERS

  3. WRITE THE VOUCHERS TO THE EXCEPTION REPORT, EXCLUDING EACH SO DESIGNATED FROM SCHEDULING AND TAPE RECORDING.

- A MAXIMUM OF TWELVE VOUCHERS ARE LISTED ON A SINGLE SCHEDULE TO ALLOW FOR THE CERTIFICATION STAMP REQUIRED BY REGULATION

- AGENCIES USING FUNCTIONAL DISTRIBUTION OF VOUCHERS SPLIT AMONG SEVERAL "SUBA'S" WILL NOT NEED SPECIAL PROCEDURES TO PROCESS THEIR VOUCHERS AS THE SYSTEM WILL RECOMBINE SUCH VOUCHERS FOR SCHEDULE WRITING AND TAPE TRANSMITTAL PURPOSES, REPORTING TO THE COMPTROLLER THE ACTUAL VOUCHER AS REQUESTED FOR WARRANT PREPARATION. HOWEVER, SUCH AGENCIES MUST TAKE PARTICULAR CARE THAT ALL ELEMENTS OF A VOUCHER SPLIT BETWEEN "SUBA'S" HAVE BEEN PROPERLY ENTERED. IF CORRECTION IS NOT POSSIBLE, THE "SUBA'S" THAT WERE SUCESSFULLY ENTERED MUST BE DELETED PRIOR TO CALLING FOR SCHEDULE PROCESSING.

- MANUALLY PREPARED SCHEDULES AND THOSE PREPARED BY GAS II SHOULD NEVER BE MIXED WHEN SENDING PHYSICAL GROUPS TO THE COMPTROLLER VIA THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES.

- ANY VOUCHERS WHICH WERE REJECTED BY THE SCHEDULE WRITING PROCESS REQUIRE INVESTIGATION TO RESOLVE THE PROBLEM. SUCH VOUCHERS MUST BE MANUALLY SCHEDULED. IF THE VOUCHER NUMBER WOULD BE OUT OF SEQUENCE DUE TO AGENCY INTERNAL RULES, THE VOUCHER SHOULD BE VOIDED AND RE-ENTERED WITH A NEW VOUCHER NUMBER SO THAT THE SCHEDULES CONTAIN SEQUENTIAL VOUCHER NUMBERS.

APPENDIX A

HOW TO USE THE COMPUTER TERMINAL

CRT OPERATION

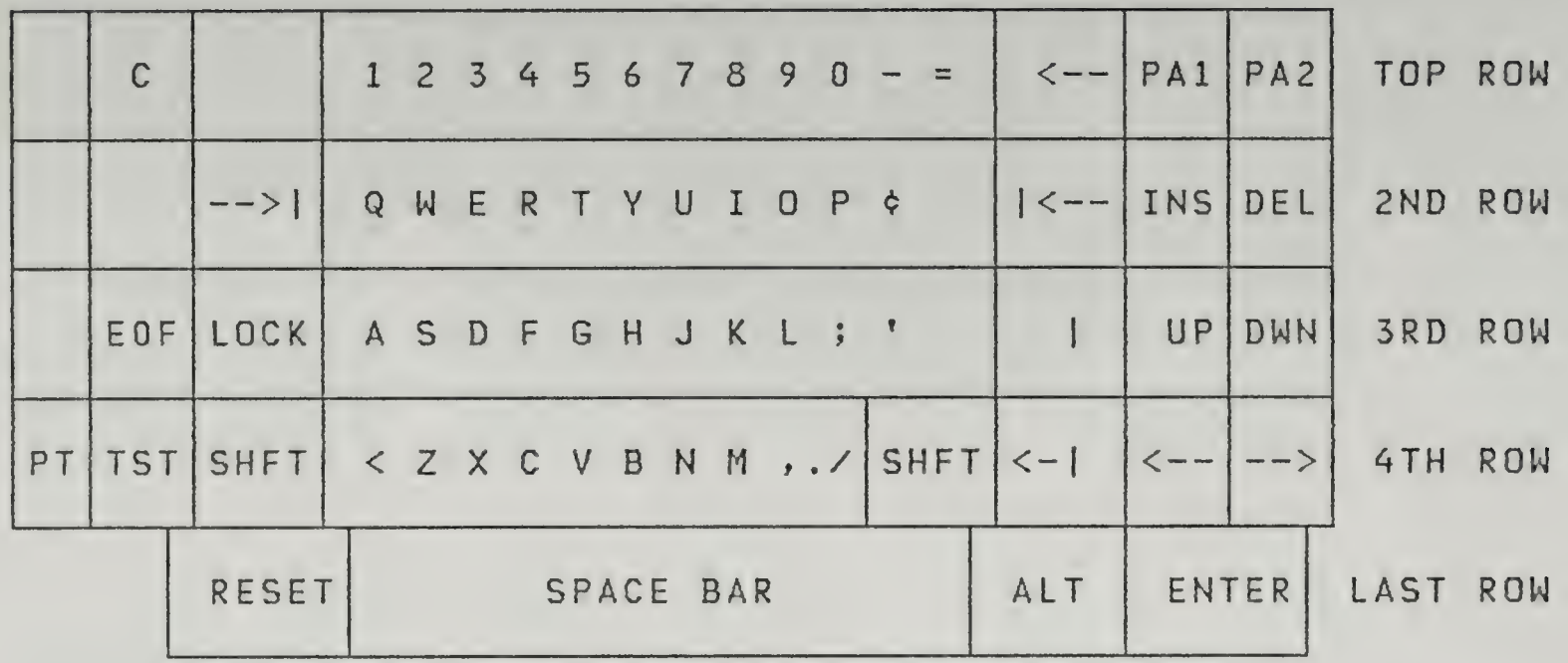
TO USE THE KEYBOARD:

IN THE UPPER LEFT HAND CORNER OF THE SCREEN WILL BE EITHER AN UNDERSCORE "_" OR A SOLID BLOCK OF LIGHT APPROXIMATELY 1/4" SQUARE. THIS IS THE "CURSOR". CERTAIN KEYS ARE USED TO POSITION THE CURSOR. WHICH ARE SEVERALLY DISCUSSED IN THE FOLLOWING SECTIONS.

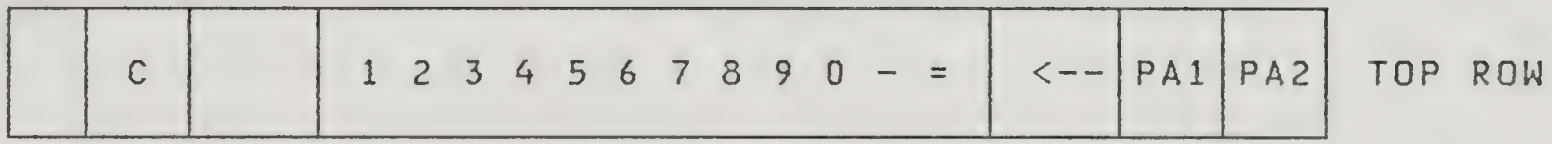
IN GENERAL, WHEN DEPRESSING A TERMINAL KEY A CORRESPONDING IMAGE APPEARS ON THE SCREEN. FOR INSTANCE, WHEN TYPING THE LETTER "A", THE RESULT IS AN "A" APPEARING ON SCREEN WITH THE CURSOR APPEARING IN THE NEXT POSITION TO THE RIGHT. ON SOME MODELS, CERTAIN KEYS MAY HAVE TWO USES EACH. AN INDICATION OF THIS IS THE MARKINGS ON SUCH KEYS BEING BOTH ON TOPS AND ON THE FRONT SIDES. TO USE DUAL FUNCTION KEYS, THERE IS A SPECIAL KEY ON THE LOWER RIGHT SIDE OF THE KEYBOARD, TO THE LEFT OF THE "ENTER" KEY MARKED "ALT". THIS IS THE ALTERNATE KEY WHICH SHOULD BE DEPRESSED AT THE SAME TIME ANY OTHER KEY WITH AN ALTERNATE FUNCTION (PER SIDE MARKING) IS USED.

ANY QUESTIONS CONCERNING KEYS NOT DESCRIBED IN THE FOLLOWING SECTIONS SHOULD BE ADDRESSED TO AN OPERATOR'S MANUAL PROVIDED BY THE MANUFACTURER OF THE TERMINAL.

THE KEYBOARD



THE KEYS -- TOP ROW



CLEAR KEY (1)

ON SOME MODELS, THE WORD "CLEAR" IS PRINTED ON THE SIDE OF THE KEY MEANING THAT IT IS USED IN CONJUCTION WITH THE "ALT" KEY (26) WHICH IS DEPRESSED BEFORE AND DURING THE OPERATION OF THE CLEAR KEY. THIS KEY (OR THE 2 KEYS) IS USED TO CLEAR THE SCREEN OF ALL DATA.

NUMERIC KEYS (2)

SIMILARLY POSITIONED AS ON A TYPEWRITER, WITH ALTERNATE UPPER CASE SYMBOLS WHICH CAN BE USED IN CONJUCTION WITH THE SHIFT KEY (18) OR (20).

PF KEYS (NOT ILLUSTRATED)

ON SOME TERMINAL MODELS POSITIONED ON THE FRONT EDGES OF NUMERIC KEYS AND ON OTHER TERMINAL MODELS POSITIONED TO THE RIGHT OF THE REGULAR KEYBOARD SOMEWHAT LIKE A NUMERIC PAD TELEPHONE ARE THE "PF" - PERFORM FUNCTION - KEYS. THESE ARE SPECIAL KEYS NOT USED IN GAS II EXCEPT WHERE FULLY EXPLAINED IN THE BATCH REPORT EXTRACT PROGRAM REQUEST SCREEN, "/FOR GASEXT" DESCRIBED ELSEWHERE IN THIS DOCUMENT.

BACKSPACE KEY (3)

MOVES THE CURSOR FROM RIGHT TO LEFT, ONE SPACE AT A TIME. THE BACKSPACE KEY WILL MOVE THE CURSOR THROUGH FIELDS WHICH MAY OR MAY NOT ACCEPT DATA ENTRY. THE POSITION UPON WHICH IT IS STOPPED WILL BE THE POSITION FOR THE NEXT DATA ENTRY, WHICH IF NOT A PROPER FIELD, WILL CAUSE A LOCKUP CONDITION. TO UNLOCK THE KEYBOARD FOLLOW THE RESET PROCEDURE DESCRIBED UNDER THE LEFT FIELD MARK KEY (6).

PA1 KEY (4)

USED ON SOME CONSOLES IN CONJUCTION WITH "ALT" (26). THE PA1 KEY IS A PAGING KEY USED TO DISPLAY SUCCEEDING PAGES ON THE CRT SCREEN WHICH ARE DISPLAYED BY THE SYSTEM FROM THE COMPUTER PROGRAM. SOME DISPLAYS IN GAS II REQUIRE THE USE OF PA1 FOR THE PAGING OF MULTIPLE OUTPUT PAGES. IF A MESSAGE SIMILAR TO "NO INPUT DATA FOR THIS TRANS-ACTION" APPEARS IN RESPONSE TO A PA1 INQUIRY, DEPRESS PA1 AGAIN AND THE FIRST PAGE OF THE INFORMATION WILL BE RE-DISPLAYED,

PA2 KEY (5)

USED ON SOME CONSOLES IN CONJUNCTION WITH THE "ALT" KEY (26). SOME GAS II TRANCACTIONS REQUIRE USE OF THE PA2 KEY TO PAGE FORWARD ON MULTIPLE PAGES PROVIDED BY THE PROGRAM. OTHER PROGRAMS PROVIDE FOR THE PA2 KEY TO RETURN THE DATA INPUT SCREEN TO THE CRT AT THE CONCLU-SION OF A REPORT DISPLAY PROVIDED BY AN INQUIRY TRANSACTION.

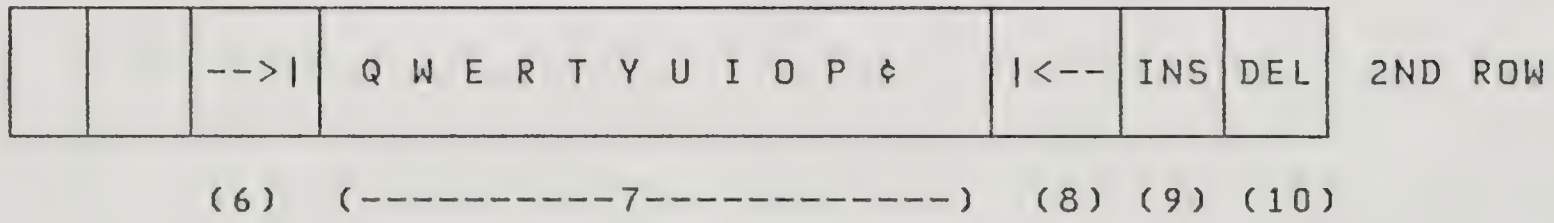
IF A MESSAGE IS DISPLAYED AT THE TOP OF A TRANSACTION SCREEN

"DFS064 NO SUCH TRANSACTION CODE"

SUCH MAY HAVE BEEN CAUSED BY STRIKING THE ENTER KEY (27) MORE THAN ONE TIME SO AS TO SEND AN INCOMPLETE TRANSACTION TO THE COMPUTER. ANOTHER

CAUSE FOR THIS MESSAGE COULD BE THE LACK OF SECURITY LINE DATA (WHICH SEE) RESULTING FROM INSUFFICIENT INFORMATION ENTERED. IN THE CASE OF THE EXTRA DEPRESSION OF THE ENTER KEY (27), USE OF THE PA2 KEY IS REQUIRED TO CAUSE THE COMPUTER TO RETURN THE PROPER DATA TO THE CRT, WHETHER IT BE A TRANSACTION SUCCESSFULLY COMPLETED MESSAGE OR A REPORT DISPLAY AS PER THE ORIGINAL TRANSACTION REQUEST. THIS CONDITION IS CALLED "MESSAGE QUEING" WHICH IS ANOTHER WAY OF SAYING THAT MORE THAN ONE TRANSACTION HAS BEEN ENTERED OR MORE THAN ONE PAGE OF A REQUESTED REPORT IS AWAITING RETURN TO THE SCREEN, ALL OF WHICH REQUIRES USE OF THE PA2 KEY TO BRING UP EACH SUCCEEDING SCREEN DISPLAY UNTIL ALL HAVE BEEN RECEIVED.

THE KEYS -- SECOND ROW



LEFT FIELD MARK KEY (6)

ENABLES THE OPERATOR TO MOVE THE CURSOR FROM LEFT TO RIGHT, FIELD BY FIELD DISPLAYED, SKIPPING TO THE NEXT FIELD TO THE LEFT ON THE FOLLOWING LINE. THIS KEY SHOULD BE USED TO ESTABLISH THE CURSOR POSITION AT THE BEGINNING OF A FIELD. THE CURSOR CAN ALSO BE MOVED BY KEYS 3, 14, 15, 22 OR 23, EACH OF WHICH IS DESCRIBED ELSEWHERE IN THIS SECTION. HOWEVER, USING THESE KEYS MAY RESULT IN THE CURSOR BEING PLACED IN AN AREA RESERVED BY THE PROGRAM FOR OTHER THAN OPERATOR USE. TRYING TO TYPE IN SUCH AN AREA WILL RESULT IN A LOCKUP CONDITION WHICH MAY BE SIGNALED BY AN "INPUT INHIBITED" LIGHT OR BY A CLICKING SOUND INDICATING THAT THE CURSOR WILL NOT MOVE AND DATA CANNOT BE ENTERED. TO CANCEL THIS SITUATION, DEPRESS THE RESET KEY (24) - WHICH SEE. USING THE RESET KEY WILL ALLOW USE OF THE LEFT FIELD MARK KEY (6), RIGHT FIELD MARK KEY (8) OR NEW LINE FINDER KEY (21), THE INHIBITION

HAVING BEEN CANCELED, USE OF THE ABOVE SPECIAL KEYS WILL PROPERLY POSITION THE CURSOR IN A LOCATION WHERE ENTRY CAN BE ACCOMPLISHED.

ALPHABETIC KEYS - SECOND ROW (7)

ALPHABETIC KEYS USED FOR ALPHA ENTRY THE SAME AS A TYPEWRITER. AN "INHIBITED" LIGHT APPEARING OR THE KEYBOARD CLICKING INDICATES A LOCK-UP CONDITION. USUALLY THIS IS CAUSED BY AN ATTEMPT TO ENTER ALPHA DATA IN A FIELD WHICH REQUIRES NUMERIC DATA ONLY. THE OPPOSITE OF THIS IS NOT TRUE; NUMERIC DATA IS ACCEPTABLE WHEREVER ALPHABETIC CHARACTERS CAN BE ENTERED. USE RESET KEY (24) WHICH IS DESCRIBED UNDER ITS OWN HEADING ELSEWHERE IN THIS SECTION TO CLEAR THE KEYBOARD FROM ITS LOCKED CONDITION, AND ALLOW ENTRY OF ACCEPTABLE DATA.

RIGHT FIELD MARK KEY (8)

SAME AS THE LEFT FIELD MARK KEY EXCEPT IT MOVES FROM RIGHT TO LEFT, STOPPING AT THE START OF A FIELD TO THE LEFT. IT WILL MOVE RIGHT TO LEFT, UP, AND THEN RIGHT TO LEFT AGAIN. ITS USAGE IS THE SAME AS THE LEFT FIELD MARK KEY EXCEPT FOR THE DIRECTION.

INSERT KEY (9)

USED TO INSERT A CHARACTER OR NUMBER BETWEEN TWO LETTERS SUCH AS WHEN THE OPERATOR HAS ENTERED TOO FEW LETTERS IN A WORD. IN USING THE INSERT KEY THE CURSOR IS PLACED UNDER THE LETTER OR SPACE WHERE THE LETTER OR LETTERS ARE TO BE INSERTED TO THE LEFT OF THE UNDERLINED POSITION. INSERTIONS CAUSE THE ENTIRE FIELD BEING ENTERED TO BE SHIFTED TO THE RIGHT ONE SPACE FOR EACH CHARACTER OR NUMBER ADDED. WHEN INSERTING CHARACTERS THE KEYBOARD SOMETIMES LOCKS UP AND CAN BE UNLOCKED BY USING THE RESET KEY (24). IF THE KEYBOARD UNLOCKS IT MAY BE NECESSARY TO USE THE ERASE END OF FIELD KEY (11) IMMEDIATELY AFTER THE EXISTING DATA IN THE FIELD INTO WHICH INSERTION IS REQUIRED. HOWEVER, IF THE FIELD IS ALREADY FULL, NO INSERTION CAN BE MADE.

DELETE KEY (10)

USED TO ERASE CHARACTERS IN A LINE OF KEYED DATA, ONE LETTER OR NUMBER AT A TIME. THE CURSOR SHOULD BE POSITIONED IMMEDIATELY BELOW THE LETTER TO BE DELETED AND UPON DEPRESSION OF THE DELETE KEY THE INDICATED ITEM WILL BE REMOVED FROM THE SCREEN, SHIFTING THE ENTIRE FIELD BEING PROCESSED ONE SPACE TO THE LEFT.

THE KEYS -- THIRD ROW

	EOF	LOCK	A S D F G H J K L ; '	|	UP	DWN	3RD ROW
	(11)	(12)	(--------- 13----------)		(14)	(15)	

ERASE EOF (END OF FIELD) (11)

A FIELD IS THE SPACE INTO WHICH NUMBERS OF LETTERS ARE TO BE TYPED. IT IS POSSIBLE FOR A FIELD TO CONTAIN LEFTOVER INFORMATION FROM A PREVIOUS ENTRY. USING THE ERASE EOF KEY CAUSES ALL INFORMATION AT THE POINT UNDERLINED BY THE CURSOR PLUS THAT REMAINING IN THE FIELD TO BE ERASED. WHEN ENTERING NUMERICS, IT IS CUSTOMARY TO USE THE ERASE EOF KEY AFTER ENTRY OF CENTS. THIS WILL AUTOMATICALLY SHIFT DOLLARS FROM LEFT TO RIGHT SO THAT CENTS WILL END UP ON THE RIGHT SIDE OF THE FIELD WITH LEADING ZEROES ON THE LEFT. CERTAIN ALPHABETIC ENTRIES IN NON NUMERIC FIELDS IN GAS II REQUIRE USE OF ERASE EOF SO THAT THEIR RIGHTMOST LETTER OR NUMBER LINES UP WITH THE RIGHT SIDE OF THE RECORD. AN OBLIGATION NUMBER MAY BE UP TO 10 CHARACTERS AND MAY BE POSTED IN TWO DIFFERENT WAYS. IF IT WERE "AB" AND ERASE EOF IS NOT USED, THE RECORD WOULD SHOW "AB "; IF ERASE EOF IS USED, THE RECORD WOULD SHOW " AB".

LOCK KEY (12)

USED TO CHANGE PROGRAMMED UPPER CASE CHARACTERS INTO LOWER CASE CHARACTERS OR VICE VERSA. WHEN THE APPROPRIATE INDICATORS ON THE PARTICULAR CRT BEING USED SHOW THAT AN ALPHABETIC CHARACTER CANNOT BE ENTERED INTO A FIELD BECAUSE THE PROGRAM CALLS FOR A NUMERIC CHARACTER IN THE FIELD, THE LOCK KEY WAS PROBABLY IMPROPERLY DEPRESSED. THIS SITUATION IS CORRECTED BY DEPRESSING THE LOCK KEY AGAIN.

ALPHABETIC KEYS - THIRD ROW (13)

ALPHABETIC KEYS THE SAME AS DESCRIBED UNDER ALPHABETIC KEYS - SECOND ROW (7).

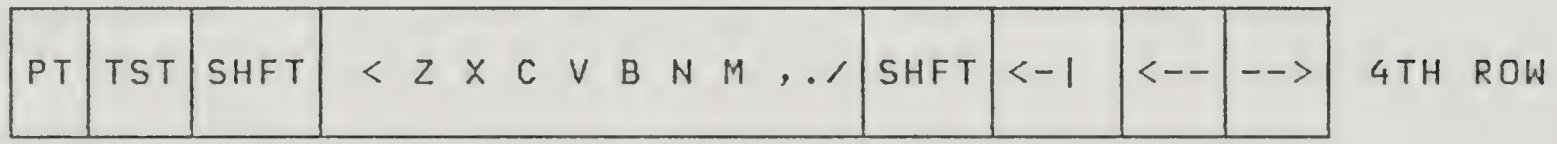
MOVE CURSOR UP KEY (14)

MOVES CURSOR UP ONE LINE AT A TIME. AGAIN, IT COULD CAUSE A LOCK-UP CONDITION IF THE CURSOR ENTERS AN INAPPROPRIATE FIELD. THE RESET PROCEDURE IS AS DESCRIBED UNDER LEFT FIELD MARK KEY (6).

MOVE CURSOR DOWN KEY (15)

MOVES CURSOR DOWN ONE LINE AT A TIME. IF IT IS STOPPED IN A NON-DATA FIELD, IT WILL LOCK UP THE MACHINE UPON DATA ENTRY TO BE RESET AS EXPLAINED UNDER THE HEADING LEFT FIELD MARK KEY (6).

THE KEYS -- FOURTH ROW



PRINT KEY (16)

THE EXTREME LOWER LEFT HAND KEY ON THIS KEYBOARD (LOCATE POSITION ON THE PARTICULAR KEYBOARD BEING USED) HAS A SPECIAL SYMBOL MEANT TO SHOW "MACHINE TO PAPER" AND IS USED IF A PRINTER IS AVAILABLE TO PRINT AN IMAGE OF THE SCREEN CONTENTS PRESENT. IF SUCH A KEY IS NOT PRESENT, A PF 12 KEY IS USED, OR IN ABSENCE OF THE PF 12 KEY, A PA 3 IS PROVIDED. THE PF KEYS HAVE NOT BEEN ILLUSTRATED BUT ARE LOCATED AS ALTERNATE KEYS UNDER THE NUMERICS IN ROW ONE, OR SEPARATELY TO THE RIGHT OF THE KEYBOARD. SIMILARLY THE PA 3 KEY IS NOT SHOWN BUT IF PRESENT IS USUALLY ON THE UPPER LEFT PORTION OF THE KEYBOARD.

TEST KEY (17)

THE TEST KEY IS NOT USED IN GAS II. SEE APPROPRIATE MANUFACTURER'S MANUAL IF THERE IS A NEED.

SHIFT KEY (18)

USED TO PRINT NUMERIC KEYS IN UPPER CASE TYPING THE INDICATED SYMBOLS SUCH AS * & ¢ INSTEAD OF 8 7 6, ETC.

ALPHABETIC KEYS ROW FOUR (19)

SAME AS ALPHABETIC KEYS ROW THREE (13)

SHIFT KEY (20)

USED TO PRINT LOWER CASE CHARACTERS WHEN THE KEYBOARD HAS BEEN PROGRAMMED TO PRINT NUMERIC OR UPPER CASE CHARACTERS.

NEW LINE FINDER (21)

SIMILAR TO A CARRIAGE RETURN ON A TYPEWRITER EXCEPT THAT IT FINDS THE FIRST POSITION OF THE LEFTMOST FIELD OF THE NEXT LINE. THE LINE FINDER CAN BE USED TO GO ALL THE WAY TO THE BOTTOM OF A SCREEN AND BACK UP TO THE TOP AGAIN POSITIONING THE CURSOR IN THE FIRST POSITION OF THE FIRST FIELD OF EACH LINE.

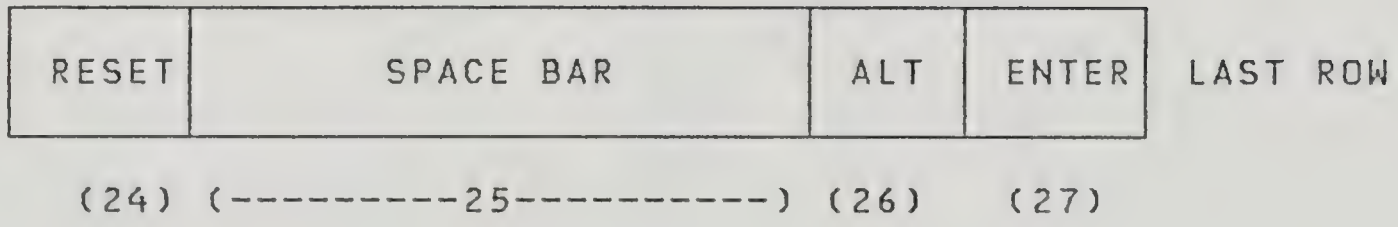
MOVE CURSOR LEFT KEY (22)

USED TO MOVE THE CURSOR RIGHT TO LEFT UP AND RIGHT TO LEFT AGAIN. WHEN THIS KEY IS USED, IT IS SUBJECT TO THE SAME LOCKOUT PROVISIONS AS EXPLAINED UNDER THE LEFT FIELD MARK KEY (6).

MOVE CURSOR RIGHT KEY (23)

USED TO MOVE THE CURSOR LEFT TO RIGHT, DOWN AND LEFT TO RIGHT AGAIN. WHEN THIS KEY IS USED, IT IS SUBJECT TO THE SAME LOCKOUT PROVISIONS AS EXPLAINED UNDER THE LEFT FIELD MARK KEY (6).

THE KEYS -- LAST ROW



RESET KEY (24)

USED TO UNLOCK THE KEYBOARD WHEN AN ERRONEOUS OPERATION HAS BEEN PERFORMED, SUCH AS DEPRESSING A KEY WHEN THE CURSOR IS IN A NON-DATA FIELD OR DEPRESSING ENTER TWICE WITHOUT ALLOWING THE SYSTEM TO RESPOND OR ANY TIME THE LOCKUP CONDITION OCCURS.

SPACE BAR

SIMILAR TO THE SPACE BAR ON A TYPEWRITER EXCEPT THAT THE SPACE IS CONSIDERED A CHARACTER IN THE DATA. DO NOT USE THE SPACE BAR TO MOVE THE CURSOR AS THIS WILL CAUSE ERRONEOUS CHARACTERS (THE SPACE) TO BE ENTERED.

ALT KEY (ALTERNATE KEY) (26)

USED ON SOME MANUFACTURES EQUIPMENT TO ALLOW USE OF A KEY'S ALTERNATE FUNCTION WHICH IS PRINTED ON THE SIDE. TO USE THE ALTERNATE FUNCTION, DEPRESS THE ALTERNATE KEY AT THE SAME TIME AS THE KEY WHOSE ALTERNATE FUNCTION IS NEEDED.

ENTER (27)

TRANSMITS INFORMATION TYPED ONTO THE SCREEN TO THE MAIN COMPUTER WHEN IT IS DEPRESSED. THE SYSTEM SHOULD BE ALLOWED TO RESPOND TO THE ENTRY BEFORE DEPRESSING "ENTER" AGAIN. VARIOUS MESSAGES OF OBJECTION WILL APPEAR AND BE SELF-EXPLANATORY IF THE ENTER KEY IS DEPRESSED BEFORE A FUNCTION IS COMPLETED.

OTHER TYPES OF CONSOLES MAY BE ENCOUNTERED THAN THOSE WHOSE ROWS HAVE BEEN DESCRIBED ABOVE, BUT FOR THE MOST PART ALL SHOULD HAVE KEYS SIMILAR TO THOSE DESCRIBED. THE MAJORITY OF THESE DIFFERENT MODELS INCLUDING THOSE WITH A KEYPUNCH KEYBOARD, WILL SUCCESSFULLY FUNCTION IN THE GAS II ENVIRONMENT.

APPENDIX B

DISCONNECTION OF TERMINAL AFTER GAS II PROCESSING

TO DISCONNECT THE TERMINAL FROM IMSH (AS WHEN FINISHED OR WHEN SWITCHING TO TSO FUNCTIONS) ENTER THE COMMAND:

"/RCL"

THIS WILL DISCONNECT THE TERMINAL CAUSING APPEARANCE OF THE MESSAGE:

TERMINAL ACTIVE-WAITING FOR LOGON

AT THIS POINT THE TERMINAL WILL NO LONGER POST GAS II RECORDS AND WILL NOT AGAIN DO SO UNTIL THE NEXT TIME THE SYSTEM IS ACCESSED THROUGH THE "IMSH" COMMAND AS EXPLAINED ABOVE.

APPENDIX C

SCREEN "GASALM00" - FIELD DESCRIPTIONS

APPROPRIATION CONTROL ACCOUNT CREATION AND MAINTENANCE IS PROCESSED BY USING THE COMMAND "/FOR GASALM", WHICH CAUSES THE FOLLOWING SCREEN TO APPEAR.

```
GASALM00              ACCOUNT/LINE MAINTENANCE
ERROR CODE:
   TRANS REQUEST CODE:     MODE:
     TASK:    FY:     PSWD:          OPERID:      AGCY-CD:
     FUND:     AGCY:      DIV:    SQ/TP:       SUBA:
              ACCOUNT NAME:
 LINE:       APPROPRIATION:              RESERVE:
    QTR1:                  QTR2:                  QTR3:
    QTR4:                  LINE TITLE:
ALTERNATE FUND:       AGCY:     DIV:     SQ/TP:       SUBA:
LINE:            APPROP CHANGE:             RESERVE:
    QTR1:                  QTR2:                  QTR3:
    QTR4:
LINE INC/DEC TRANS DATE:
```

DESCRIPTIONS OF THE VARIOUS FIELDS FOR THE GASALM SCREEN

FIELD NAME	SIZE	CONTENTS AND USAGE
TRANS REQUEST CODE:	2	"00" CREATE AN APPROPRIATION ACCOUNT "01" CREATE A MAJOR OBJECT LINE NAME, ITS APPROPRIATION, ITS RESERVE, AND QUARTERLY ALLOTMENTS AS MAY BE REQUIRED. "23" ROLL ALLOTMENT PERIOD FORWARD OR BACKWARD
MODE:	1	"T" TRANSACTION "I" INQUIRY
TASK:	1	"A" ADD AN APPROPRIATION ACCOUNT OR A MAJOR OBJECT LINE RECORD "C" CHANGE AN APPROPRIATION ACCOUNT NAME, CHANGE AN APPROPRIATION AMOUNT BY INCREASE OR DECREASE, CHANGE A MAJOR OBJECT NAME, INCREASE OR DECREASE A MAJOR OBJECT ALLOTMENT OR RESERVE "D" DELETE AN APPROPRIATION ACCOUNT OR A MAJOR ACCOUNT RECORD.
FY:	2	DESIRED FISCAL YEAR AS DEFINED FOR CUSAS PROCESSING
PSWD:	8	THE 8-CHARACTER SECRET PASSWORD. NOT DISPLAYED WHEN ENTERED
OPERID:	3	THREE LETTERS REPRESENTING THE OPERATOR'S INITIALS
AGCY-CD:	2	TWO LETTERS REPRESENTING THE IMS ASSIGNED AGENCY CODE
FUND:	3	FUND NUMBER AS DESIGNATED ON F1 FORM
AGCY:	3	AGENCY NUMBER GREATER THAN ZERO
DIV:	2	DIVISION NUMBER AS DESIGNATED ON F1 FORM

FIELD NAME	SIZE	CONTENTS AND USAGE
SQ/TYP:	4	SEQUENCE-TYPE NUMBER AS DESIGNATED ON THE F1 FORM EXPRESSED AS TWO 2-DIGIT NUMBERS SUCH AS "00-00" ON DOCUMENTS TRANSMITTED TO THE COMPTROLLER.
SUBA:	4	FOUR DIGIT FUNCTIONAL SUB-ACCOUNT NUMBER
ACCOUNT NAME:	30	THIRTY CHARACTER DESCRIPTION OF THE APPROPRIATION ACCOUNT
LINE:	4	MAJOR OBJECT NUMBER AS DESIGNATED ON F1 FORM IF ENTRY IS FOR A NON-CUSAS APPLICATION, LINE MAY BE ANY NUMBER FROM 0001 TO 0999.
APPROPRIATION:	11	APPROPRIATION AMOUNT FOR A MAJOR OBJECT AS DESIGNATED ON THE F1 FORM UP TO ELEVEN DIGITS INCLUDING CENTS. DO NOT ENTER A DECIMAL POINT FOR ANY AMOUNT FIELDS.
RESERVE:	11	RESERVE AS PER THE F1 DOCUMENT
QTR1-QTR4:	11	FOUR FIELDS EACH WITH THE PROPER QUARTERLY ALLOTMENT AS PER THE F1 DOCUMENT
LINE TITLE:	30	MAJOR OBJECT TITLE

FIELD NAME	SIZE	CONTENTS AND USAGE
ALTERNATE FUND:	3	FUND NUMBER - USED ON CHANGE TRANSACTIONS ONLY. THE ALTERNATE FUND REFERS TO THE ACCOUNT INTO WHICH FUNDS ARE TO BE TRANSFERRED WITH THE FUND, AGENCY, DIVISION, SEQUENCE-TYPE, SUBA AND LINE NUMBER ABOVE THE ALTERNATE FUND INFORMATION BEING THE "FROM" ACCOUNT
FUND: AGCY: DIV: SQ/TYP: LINE:	3 3 2 4 4	SAME DATA AS DESCRIBED UNDER RELATED FIELD NAMES ABOVE
APPROP CHANGE:	11	AMOUNT OF APPROPRIATION TO BE TRANSFERRED TO THE ALTERNATE APPROPRIATION
RESERVE: QTR1-QTR4:	11 11	SAME DATA AS REFERRED TO IN FIELD NAMES DESCRIBED ABOVE
LINE INC/DEC TRANS DATE	6	DATE OF THE INCREASE OR DECREASE TO THE APPROPRIATION. THE FORMAT IS THAT OF A TWO DIGIT MONTH, A TWO DIGIT DAY AND A TWO DIGIT YEAR

APPENDIX D

SCREEN "GASECM00" - FIELD DESCRIPTIONS

ILLUSTRATED IS THE SCREEN USED TO PROCESS GAS II EXPENDITURE CONTROL

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
  TRANS REQUEST CODE:     MODE:
 TASK:  TYPE:   FY:   PSWD:          OPERID:     AGCY-CD:
 FEIN:                      FEIN EDIT OVERRIDE:
 VCHR:            DATE:             FUND:
 AGCY:     DIV:  LINE:     SQ/TYP:      BATCH:
 AMT:              DESCR:                          VCHR/SQ:
 DOC:      SUBA:
   DOC:       DOC:       DOC:       DOC:       DOC:
   AMOUNT:       AMOUNT:       AMOUNT:       AMOUNT:     AMOUNT:
   OBLIG:          OBLIG:          OBLIG:
   F/P:      ENCUM:            TRAN CODE:
PROJ FY:   PROJECT NUMBER:    DEPARTMENT:   DEPT DIST% IND:
 DEPT#:        DEPT#:        DEPT#:         DEPT#:       DEPT#:
 AMOUNT:       AMOUNT:       AMOUNT:        AMOUNT:     AMOUNT:
 AC/PAY INV-NO:          INV-DATE:          REF-DOCUMENT-NO:
```

DESCRIPTIONS OF THE VARIOUS FIELDS FOR THE GASECM SCREEN

FIELD NAME	SIZE	CONTENTS AND USAGE
		SECURITY LINES
TRANS REQUEST CODE:	2	"02" THROUGH "15" REPRESENTING THE NUMERIC DESIGNATION OF THE VARIOUS TRANSACTIONS USED FOR SPECIFIC ENTRIES.
MODE:	1	"T" FOR TRANSACTION "I" FOR INQUIRY
TASK:	1	"A" FOR ADD "C" FOR CHANGE "D" FOR DELETE "I" FOR INQUIRY
TYPE:	2	"DR" FOR DEBIT ENTRY "CR" FOR CREDIT ENTRY "BLANK" FOR CERTAIN TRANSACTIONS NOT REQUIRING SUCH IDENTIFICATION
FY:	2	TWO DIGIT CURRENT FISCAL YEAR
PSWD:	8	THE EIGHT CHARACTER SECRET PASSWORD NOT DISPLAYED WHEN ENTERED.
OPERID: *	3	ENTRY OPERATOR'S INITIALS
AGCY-CD:	2	ALPHA CODE ASSIGNED TO THE AGENCY FOR TRANSACTIONAL AND DATA SECURITY.

THE ABOVE FIELDS ,KNOWN AS THE SECURITY LINES, NORMALLY NEED BE ENTERED ONLY ONCE FOR THE ENTIRE TIME THE CURRENT SCREEN IS IN USE.

* AFTER AN INQUIRY TRANSACTION, THE ORIGINAL ENTRY OPERATOR'S INITIALS WILL APPEAR. UPON ENTERING A SUBSEQUENT TRANSACTION, EVEN THOUGH THE CURRENT OPERATOR'S INITIALS MAY STILL APPEAR ON THE SCREEN, THE "OPERID" MUST BE RE-ENTERED, AVOIDING ENTRY OF THE WRONG PERSON'S IDENTITY.

FIELD NAME	SIZE	CONTENTS AND USAGE
FEIN:	16	THE FEDERAL EMPLOYER IDENTIFICATION NUMBER PLUS A ZIP CODE AND THE COMPTROLLER'S TYPE CODE USED FOR VOUCHERS AND FOR OBLIGATIONS AND SOMETIMES REQUISITIONS (ENTERED AS ENCUMBRANCES)
FEIN EDIT OVERRIDE:	1	NORMALLY LEFT BLANK. "Y" IS ENTERED TO AFFECT THE CURRENT TRANSACTION WHEN THE AGENCY HAS NOT EXERCISED ITS OPTION OF REQUIRING PRESENCE OF A NAME REPRESENTING THE FEIN PRESENT ON THE SCREEN IN THE VENDOR DATA BASE. THE "Y" WILL FORCE A CHECK TO ENSURE THE VENDOR'S NAME HAS BEEN ENTERED INTO THE VENDOR FILE. "N" IS ENTERED IF THE AGENCY'S OPTION IS TO REQUIRE THE VENDOR'S NAME TO BE ON FILE BUT WISHES TO OVERRIDE THAT CHOICE FOR THE CURRENT TRANSACTION ONLY.
VCHR:	8	THE VOUCHER NUMBER CONSISTING OF THE FIRST FOUR ALPHA OR NUMERIC CHARACTER PLUS THE LAST FOUR NUMERIC DIGITS AS REQUIRED BY THE COMPTROLLER.
DATE:	6	DOCUMENT DATE EXPRESSED AS MONTH (MM), DAY (DD) AND YEAR (YY).

APPROPRIATION ACCOUNT CODE		
FIELD NAME	SIZE	CONTENTS AND USAGE
FUND:	3	THE FUND NUMBER AS DESIGNATED ON FORM "F1" AND DEFINED IN CUSAS.
AGCY:	3	THE AGENCY NUMBER DESIGNATED ON THE F1 FORM (MAY BE DIFFERENT NUMBER THAN AN AGENCY'S OWN IF PERMITTED BY LAWFUL EXPENDITURE RECORD).
DIV:	2	THE DIVISION NUMBER AS DESIGNATED ON F1 APPROPRIATION FORM.
LINE:	4	THE MAJOR OBJECT LINE NUMBER AS DESIGNATED ON THE F1 APPROPRIATION FORM IF ENTRY IS FOR A NON-CUSAS APPLICATION, LINE MAY BE ANY NUMBER FROM 0001 TO 0999.
SQ/TYP:	4	THE SEQUENCE-TYPE NUMBER DESIGNATED NN-NN AS PER THE F1 APPROPRIATION FORM.

NOTE: THE ABOVE FIELDS COMPRISE THE APPROPRIATION ACCOUNT CODE AS DEFINED BY THE COMPTROLLER.

FIELD NAME	SIZE	CONTENTS AND USAGE
BATCH:	8	A SPECIAL NUMBER IN THE FORMAT OF THE LAST TWO DIGITS OF THE CALENDAR YEAR, THE JULIAN DATE (001-365) AND A THREE DIGIT SEQUENCE NUMBER USED AT AGENCY'S CHOICE. USED AS AN IDENTIFICATION OF ALL VOUCHER ENTRIES EITHER CUSAS OR PROJECT, OR BOTH IN ORDER TO CALL UP THROUGH A SPECIAL SCREEN (/FOR GASI09) A LISTING OF ALL VOUCHERS POSTED UNDER THE SPECIFIC BATCH NUMBER,IRREGARDLESS OF FISCAL YEAR, APPROPRIATION ACCOUNT CODE OR PROJECT IDENTIFICATION.
AMOUNT:	11	UP TO 11 PLACE DOLLAR AMOUNT WITH A 2-DIGIT IMPLIED DECIMAL
DESCR:	30	APPROPRIATE 30-CHARACTER DESCRIPTION OF VOUCHER PAYEE OR OTHER INFORMATION AT AGENCY CHOICE
VCHR/SEQ:	4	ALWAYS 0001 EXCEPT ON A CREDIT INQUIRY OR CREDIT DELETE.
DOC:	4	DETAIL OBJECT CODE; 0000 IF MULTIPLE DETAIL OBJECT CODES.
SUBA:	4	THE FUNCTIONAL ACCOUNT CODE WHICH DEFINES AN APPROPRIATION AT A LEVEL LOWER THAN THE APPROPRIATION FOR SEPARATE ACCOUNTING OF UNITS WHO SHARE APPROPRIATED FUNDS. ENTER "0000" IF NOT NEEDED.

FIELD NAME	SIZE	CONTENTS AND USAGE
DOC:(5 TIMES)	4	UP TO FIVE MULTIPLE DETAIL OBJECT CODE AVAILABLE AS PER RULES OF THE COMPTROLLER. IF USED, "DOC" ABOVE MUST CONTAIN "0000". MULTIPLE DETAIL OBJECT CODES AND MULTIPLE DEPARTMENTS MAY NOT BE USED WITHIN THE SAME TRANSACTION AT THE SAME TIME. IF MORE THAN ONE OBLIGATION AND DETAIL OBJECT CODE IS PRESENT, EACH OBLIGATION MUST BE ASSOCIATED WITH ONE OF THE DETAIL OBJECT CODES AND ITS CORRESPONDING AMOUNT ON A ONE FOR ONE BASIS.
AMOUNT: (5 TIMES)	11	MULTIPLE DETAIL OBJECT AMOUNTS MATCHED TO MULTIPLE DETAIL OBJECT CODES PRESENT.
OBLIG:(3 TIMES)	10	TEN CHARACTER OBLIGATION NUMBER. ALWAYS USE "ERASE EOF" AFTER ENTRY TO ENSURE PROPER RIGHT JUSTIFICATION IN THE POSTED RECORD.
F/P:	1	"F" FOR FINAL VOUCHER OR FULLY DE-ENCUMBERED OBLIGATION "P" FOR PARTIAL PAYMENT OF A VOUCHER ON A VOUCHER OR A PARTIAL DE-ENCUMBRANCE OF AN OBLIGATION.
ENCUM:	10	TEN CHARACTER ENCUMBRANCE NUMBER. ALWAYS USE "ERASE EOF" AFTER ENTRY TO ENSURE PROPER RIGHT JUSTIFICATION IN THE POSTED RECORD.
TRAN CODE:	4	VALID TYPE AND ACTION CODE AS PER OBLIGATION RULES WHICH ARE ALSO FOLLOWED IN ENTERING ENCUMBRANCES.

ALL OF THE PRECEDING FIELDS PERTAIN TO CUSAS ACCOUNTING.

THE FOLLOWING LINES APPLY TO PROJECT VOUCHER POSTING WHICH RELATE TO FIELDS ENTERED ABOVE AS EXPLAINED IN APPLICABLE TRANSACTIONS.

FIELD NAME	SIZE	CONTENTS AND USAGE
PROJ FY:	4	LAST TWO DIGITS OF THE PROJECT FISCAL YEAR WHICH NEED NOT BE THE SAME AS THE CUSAS FISCAL YEAR.
PROJECT NUMBER:	4	AGENCY ASSIGNED NUMERIC NON-ZERO PROJECT IDENTIFIER.
DEPARTMENT:	4	FOUR DIGIT NUMERIC FIELD. MUST BE "9999" IF MULTI- DEPARTMENT FEATURE IS USED.
DEPT DIST% IND:	1	"%" INDICATES PERCENTAGE DISTRIBUTION OF MULTI-PROJECT AMOUNT ENTERED AS 00.00% - 99.99%, PERMITTING DISTRIBUTION OF A VOUCHER INTO UP TO FIVE DEPARTMENTS ON A PERCENTAGE BASIS WITHOUT COMPUTING THE EXACT DOLLAR AMOUNT FOR EACH.
DEPT NO: (5 TIMES)	4	ENTER UP TO FIVE MULTI-DEPARTMENT NUMBERS AS REQUIRED. MULTIPLE DEPARTMENT USAGE CANNOT BE UTILIZED WITH MULTIPLE DETAIL OBJECT CODES AND VICE VERSA.
AMOUNT: (5 TIMES)	11	DOLLARS OR PERCENTAGE OF DEPARTMENT AMOUNT DISTRIBUTION.

THE FOLLOWING LINES APPLY TO ACCOUNTS PAYABLE POSTING WHICH RELATE TO FIELDS ENTERED ABOVE AS EXPLAINED IN APPLICABLE TRANSACTIONS.

FIELD NAME	SIZE	CONTENTS AND USAGE
AC/PAY INV NO:	10	ACCOUNTS PAYABLE INVOICE NUMBER - UP TO TEN NUMBERS OR LETTERS.
INV DATE:	6	VALID DATE - FORMATTED AS MMDDYY
REF DOCUMENT NO:	10	ADDITIONAL OPTIONAL REFERENCE NUMBER FOR ACCOUNTS PAYABLE, OR IF NONE, MAY BE USED WITH VOUCHERS. SPACES ACCEPTABLE

APPENDIX E

EXAMPLES OF GAS II TRANSACTIONS POSTED SINGLY OR IN COMBINATION
COMMITMENTS (ENCUMBRANCES)
OBLIGATIONS
VOUCHERS
PROJECT VOUCHERS
ACCOUNTS PAYABLE RECORDS

SCREEN "GASECM00" EXAMPLES

EACH OF THE TRANSACTIONS "02" TO "15" AND THE VARIOUS OPTIONS AVAILABLE ARE LISTED IN THE SECTIONS FOLLOWING. THESE TRANSACTION ILLUSTRATIONS FOLLOW THE BLANK SCREEN DEPICTED ON THE FOLLOWING PAGE.

/FOR GASECM

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
  TRANS REQUEST CODE:     MODE:
 TASK:  TYPE:   FY:   PSWD:          OPERID:     AGCY-CD:
 FEIN:                      FEIN EDIT OVERRIDE:
 VCHR:            DATE:              FUND:
 AGCY:     DIV:  LINE:     SQ/TYP:      BATCH:
 AMT:              DESCR:                          VCHR/SQ:
 DOC:      SUBA:
 DOC:       DOC:       DOC:       DOC:       DOC:
   AMOUNT:       AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
   OBLIG:              OBLIG:              OBLIG:
   F/P:      ENCUM:              TRAN CODE:
PROJ FY:   PROJECT NUMBER:     DEPARTMENT:   DEPT DIST% IND:
 DEPT#:        DEPT#:        DEPT#:          DEPT#:       DEPT#:
 AMOUNT:       AMOUNT:       AMOUNT:         AMOUNT:     AMOUNT:
 AC/PAY INV-NO:          INV-DATE:           REF-DOCUMENT-NO:
```

TRAN CODE 02

ADD A VOUCHER AND ACCOUNTS PAYABLE DETAIL

```
GASECM00                    EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 02 MODE: T
 TASK: A TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: TRAN0002  DATE:  102081  FUND:  001
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH: 81280001
 AMT: 125000 DESCR: VOUCHER WITH A/C PAYABLE  VCHR/SQ: 0001
 DOC: 1205 SUBA: 0000
 DOC:  *  DOC:  *   DOC:  *   DOC:  *   DOC: *
 (ENTER MULTIPLE DETAIL OBJECTS BELOW "DOC:" IF ANY)
 AMOUNT: *   AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
 (ENTER MULTIPLE AMOUNTS BELOW "AMOUNT" IF ANY)
 OBLIG: BB        OBLIG: BB        OBLIG: BB
 F/P: BB  ENCUM: BB        TRAN CODE: BB
 PROJ FY: BB PROJECT NUMBER BB DEPARTMENT BB DEPT DIST% IND BB
 DEPT#: BB DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
 AMOUNT: BB AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 AC/PAY INV-NO: A123456789 INV-DATE: 080681 REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK

* IF MULTIPLE DETAIL OBJECT CODES ARE USED, THE "DOC:" FIELD BELOW THE VOUCHER AMOUNT MUST BE "0000" AND AT LEAST TWO MULTI FIELDS MUST BE USED.

VALID "TYPE:" FOR TRAN CODE 02 ADD INCLUDE DR, DM, CR, CM OR RF.

ALTHOUGH THE FIELD "REF-DOCUMENT-NO:" IN THE LOWER RIGHT PORTION OF THE SCREEN ABOVE IS BLANK, IT MAY BE USED ON ANY VOUCHER TRANSACTION ASSOCIATED WITH ACCOUNTS PAYABLE AS AN ADDITIONAL IDENTIFICATION NUMBER.

DELETE A VOUCHER ADDING ACCOUNTS PAYABLE DETAIL

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 02 MODE: T
 TASK: D TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: TRAN0002  DATE:  102081  FUND:  001
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH: 81297001
 AMT:             DESCR:                              VCHR/SQ: *
 DOC: 1205 SUBA: 0000
 DOC:       DOC:       DOC:       DOC:       DOC:
 AMOUNT:    AMOUNT:    AMOUNT:    AMOUNT:    AMOUNT:
 OBLIG: BB        OBLIG: BB        OBLIG: BB
 F/P: BB  ENCUM: BB        TRAN CODE: BB
 PROJ FY: BB PROJECT NUMBER: BB DEPARTMENT: BB DEPT DIST% IND: BB
 DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
 AMOUNT: BB  AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 AC/PAY INV-NO: A123456789 INV-DATE: 080681 REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK

* ON A DELETE TRANSACTION, IF THE TYPE CODE IS "CR" OR "CM" THE "VCHR/SQ:" FIELD MUST CONTAIN THE PROPER SEQUENCE NUMBER OF THE CREDIT VOUCHER TO BE DELETED.

THE FIELD CALLED "REF-DOCUMENT-NO" IN THE LOWER RIGHT SIDE OF THE ABOVE SCREEN MUST BE USED AS AN ADDITIONAL ACCOUNTS PAYABLE IDENTIFICATION FOR A DELETE TRANSACTION IF THE ORIGINAL VOUCHER WAS ADDED USING THE "REF-DOC" AS PART OF THE ACCOUNTS PAYABLE NUMBER.

DELETIONS OF VOUCHERS RESULT IN THE ADDITION OF ACCOUNTS PAYABLE ENTRIES OF OPPOSITE SIGN, NOT A DELETION OF THE ACCOUNTS PAYABLE DETAIL. FOR EXAMPLE A DELETION OF A "DR" VOUCHER WOULD RESULT IN THE ADDITION TO THE ACCOUNTS PAYABLE RECORD AN ADDITIONAL CREDIT OFFSETTING THE INITIAL DEBIT POSTED ON THE VOUCHER'S ORIGINAL ENTRY.

TRAN CODE 05

ADD A PROJECT VOUCHER RECORD

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 05 MODE: T
 TASK: A TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: TRAN0005  DATE: 100681   FUND:  BB
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: BB  BATCH: 81280001
 AMT: 12500     DESCR: PROJECT VOUCHER              VCHR/SQ: 0001
 DOC: 1205 SUBA: 0000
 DOC:       *    DOC:  *   DOC:  *   DOC:  *   DOC: *
 AMOUNT: *    AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
 OBLIG: BB        OBLIG: BB        OBLIG: BB
 F/P: BB  ENCUM: BB         TRAN CODE: BB
 PROJ FY: 82 PROJECT NUMBER: 0001 DEPARTMENT: 0001 DEPT DIST% IND: B
 DEPT#: *     DEPT#: *   DEPT#: *   DEPT#: *   DEPT#: *
 AMOUNT: *        AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
 (ENTER MULTIPLE AMOUNTS BELOW "AMOUNT:" IF ANY)
 AC/PAY INV-NO: BB        INV-DATE: BB     REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK

* IF MULTIPLE DETAIL OBJECT CODES ARE USED, THE "DOC:" FIELD BELOW THE VOUCHER AMOUNT MUST BE "0000" AND AT LEAST TWO OF THE ASTERISKED FIELDS TITLED "DOC" MUST CONTAIN VALID DETAIL OBJECT CODES.

IF MULTIPLE DEPARTMENTS ARE TO BE RECORDED, THE "DEPARTMENT" NUMBER NEXT TO THE "PROJECT NUMBER" MUST BE "9999". FROM ONE TO FIVE MULTIPLE DEPARTMENTS AND ASSOCIATED AMOUNTS MAY BE ENTERED ON THE FOLLOWING LINES.

EITHER MULTIPLE DETAIL OBJECT CODES OR MULTIPLE DEPARTMENT NUMBERS AND AMOUNTS MAY BE ENTERED, BUT NOT BOTH IN THE SAME TRANSACTION.

THE FIELD CALLED "REF-DOCUMENT-NO" IN THE LOWER RIGHT SIDE OF THE ABOVE SCREEN MAY BE USED AS AN ADDITIONAL VOUCHER REFERENCE.

VALID "TYPE:" FOR TRAN CODE 05 ADD INCLUDE DR, DM, CR, CM OR RF.

FOR CERTAIN ON LINE AND PRINTED REPORTS DM'S ARE INCLUDED WITH AND REDUCE CREDIT TOTALS . CM'S ARE INCLUDED WITH AND REDUCE DEBIT TOTALS.

DELETE A PROJECT VOUCHER RECORD

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 05 MODE: T
 TASK: D TYPE: DR FY: BB PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: BB                    FEIN EDIT OVERRIDE:
 VCHR: TRAN0005  DATE: BB          FUND:  BB
 AGCY: BB DIV: 01 LINE: 1200 SQ/TYP: BB   BATCH: BB
 AMT: BB          DESCR:  BB                          VCHR/SQ: 0001
 DOC: BB SUBA: BB
 DOC:       BB   DOC: BB   DOC: BB   DOC: BB   DOC: BB
 AMOUNT:  BB   AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 OBLIG: BB         OBLIG: BB         OBLIG: BB
 F/P: BB  ENCUM: BB          TRAN CODE: BB
 PROJ FY: 82 PROJCT NUMBR: 0001 DEPARTMNT: 0001 DEPT DIST% IND: B
 DEPT#: *      DEPT#: *   DEPT#: *   DEPT#: *   DEPT#: *
 (ENTER MULTIPLE DEPARTMENT NUMBERS BELOW "DEPT#" IF ANY)
 AMOUNT: *         AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
 (ENTER MULTIPLE AMOUNTS BELOW "AMOUNT:" IF ANY)
 AC/PAY INV-NO: BB         INV-DATE: BB      REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK

* IF "DEPARTMENT:" IS "9999" INDICATING MULTI-DEPARTMENTS, EACH MULTI DEPARTMENT SPECIFIED IN THE ORIGINAL VOUCHER MUST BE ENTERED.

IF TRAN CODE "07 I" IS USED TO DISPLAY THE ORIGINAL VOUCHER, THE REQUIRED INFORMATION WILL BE DISPLAYED IN THE PROPER FIELDS. EXTRANEOUS INFORMATION MUST BE ERASED AS REQUIRED BY THE "BB" INDICATORS AS SHOWN IN THE SCREEN ABOVE IN ORDER TO CONTINUE THE DELETE.

ON A DELETE TRANSACTION, IF THE TYPE CODE IS "CR" OR "CM" THE "VCHR/SQ:" FIELD MUST CONTAIN THE PROPER SEQUENCE NUMBER OF THE CREDIT PROJECT VOUCHER TO BE DELETED.

INQUIRY -- DISPLAY A PROJECT VOUCHER RECORD

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 05 MODE: I
 TASK: * TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: *                    FEIN EDIT OVERRIDE:
 VCHR: TRAN0005  DATE: *          FUND:  BB
 AGCY: 442 DIV: * LINE: 1200 SQ/TYP: BB   BATCH: *
 AMT: *        DESCR: PROJECT VOUCHER              VCHR/SQ: 0001
 DOC: *  SUBA: BB
 DOC:       *     DOC:  *    DOC:  *    DOC:  *    DOC: *
 AMOUNT: *      AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
 OBLIG: BB         OBLIG: BB         OBLIG: BB
 F/P: P   ENCUM: BB         TRAN CODE: BB
 PROJ FY:82 PROJECT NUMBER:0001 DEPT:0001 DEPT DIST% IND: *
 DEPT#: *      DEPT#: *   DEPT#: *   DEPT#: *   DEPT#: *
 AMOUNT: *      AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
 AC/PAY INV-NO: BB         INV-DATE: BB      REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK

 * DESIGNATED FIELDS WILL BE DISPLAYED AS THEY WERE ORIGINALLY POSTED TO THE RECORDS, AND NEED NOT BE BLANKED OUT, AS DISPLAYED INFORMATION

WILL BE HIGHLIGHTED, REPLACING ANY INFORMATION LEFT IN THE FIELD AT THE INQUIRY ENTRY TIME.

IF TYPE CODE OF THE PROJECT VOUCHER TO BE DISPLAYED IS "CR" THE "VCHR/SQ:" MUST BELONG TO THE DESIRED VOUCHER TO PROPERLY RETRIEVE THE RIGHT RECORD.

PROJECT VOUCHERS REQUESTED FOR DISPLAY WILL INCLUDE ALL INFORMATION IN THE PROJECT VOUCHER RECORD EVEN THOUGH ADDITIONAL DATA MAY HAVE ORIGINATED FROM A DIFFERENT TRANSACTION CODE SUCH AS A "11","12", "13", OR "15".

IF THE CORRECT DEPARTMENT NUMBER NEXT TO THE "PROJECT NUMBER" IS "9999", THE LINE NUMBER MUST BE ENTERED AS "0000". THE ORIGINAL MULTI DEPARTMENTS AND THEIR ASSOCIATED AMOUNTS WILL THEN BE DISPLAYED.

TRAN CODE 06

CREATE AN ACCOUNTS PAYABLE SUMMARY CONTROL AND DETAIL RECORD

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 06 MODE: T
 TASK: A TYPE: BB FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: BB          DATE: BB          FUND:  BB
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: BB  BATCH: BB
 AMT: 15000 DESCR: A/C PAYABLE DESCRIPTION    VCHR/SQ: BB
 DOC: 1205 SUBA: BB
 DOC:       BB   DOC: BB   DOC: BB   DOC: BB   DOC: BB
 AMOUNT:  BB   AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 OBLIG: BB         OBLIG: BB         OBLIG: BB
 F/P: BB  ENCUM: BB         TRAN CODE: BB
 PROJ FY: BB PROJECT NUMBER: BB DEPARTMENT: BB DEPT DIST% IND: BB
 DEPT#: BB    DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
 AMOUNT: BB        AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 AC/PAY INV-NO: A123456789 INV-DATE: 080681 REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK

TYPE CODE MAY BE "CM" OR "DM"

ALTHOUGH THE FIELD "REF-DOCUMENT-NO: IN THE LOWER RIGHT PORTION OF THE SCREEN ABOVE IS BLANK, IT MAY BE USED ON ANY VOUCHER TRANSACTION ASSOCIATED WITH ACCOUNTS PAYABLE AS AN ADDITIONAL IDENTIFICATION NUMBER.

DELETE AN ACCOUNTS PAYABLE SUMMARY CONTROL AND ALL DETAIL RECORDS

```
GASECM00              EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 06 MODE: T
 TASK: D TYPE: BB FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: BB         DATE: BB        FUND:  BB
 AGCY: 442 DIV: 01 LINE: BB SQ/TYP: BB    BATCH: BB
  ---- (ALL FIELDS BELOW THIS LINE MUST BE BLANK)----
 AMT:             DESCR:                              VCHR/SQ:
 DOC:     SUBA:
 DOC:             DOC:       DOC:       DOC:       DOC:
 AMOUNT:        AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
 OBLIG: BB        OBLIG: BB        OBLIG: BB
 F/P: BB  ENCUM: BB        TRAN CODE: BB
 PROJ FY:      PROJECT NUMBER:     DEPARTMENT:     DEPT DIST% IND:
 DEPT#:        DEPT#:      DEPT#:      DEPT#:      DEPT#:
 AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
 AC/PAY INV-NO:            INV-DATE:          REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK

NOTE: THE FIELD CALLED "REF-DOCUMENT-NO" IN THE LOWER RIGHT SIDE OF THE ABOVE SCREEN MUST BE USED AS AN ADDITIONAL IDENTIFICATION NUMBER

FOR AN ACCOUNTS PAYABLE DELETE TRANSACTION IF THE ORIGINAL ENTRY USED THAT REF-DOCUMENT-NO.

INQUIRY -- DISPLAY AN ACCOUNTS PAYABLE RECORD AND BALANCE

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 06 MODE: I
 TASK: * TYPE: * FY: 82 PSWD: (SECRET) OPERID: *  AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: BB         DATE: BB        FUND:  BB
 AGCY: 442 DIV: 01 LINE: BB SQ/TYP: BB    BATCH: BB
      ---- (ALL FIELDS BELOW THIS LINE MUST BE BLANK)----
 AMT:             DESCR:                              VCHR/SQ:
 DOC:    SUBA:
 DOC:             DOC:       DOC:       DOC:       DOC:
 AMOUNT:        AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
 OBLIG: BB        OBLIG: BB        OBLIG: BB
 F/P: BB  ENCUM: BB        TRAN CODE: BB
 PROJ FY:      PROJECT NUMBER:     DEPARTMENT:     DEPT DIST% IND:
 DEPT#:        DEPT#:      DEPT#:      DEPT#:      DEPT#:
     AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT:     AMOUNT:
 AC/PAY INV-NO:            INV-DATE:          REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK * DESIGNATED FIELDS WILL BE DISPLAYED AS THEY WERE ORIGINALLY POSTED TO THE RECORDS, AND NEED NOT

BE BLANKED OUT, AS DISPLAYED INFORMATION WILL BE HIGHLIGHTED, REPLACING ANY INFORMATION LEFT IN THE FIELD AT THE INQUIRY ENTRY TIME.

THE FIELD CALLED "REF-DOCUMENT-NO" IN THE LOWER RIGHT SIDE OF THE ABOVE SCREEN MUST BE USED AS AN ADDITIONAL IDENTIFICATION NUMBER FOR AN ACCOUNTS PAYABLE DELETE TRANSACTION IF THE ORIGINAL ENTRY USED THAT REF-DOCUMENT-NO.

TRAN CODE 07

POST A VOUCHER, UNENCUMBERED AND UNOBLIGATED

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 07 MODE: T
 TASK: A TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: TRAN0007  DATE: 102081   FUND: 001
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH: 81280001
 AMT: 125000    DESCR: VOUCHER                    VCHR/SQ: 0001
 DOC: 1205 SUBA: 0000
 DOC:      *    DOC:  *   DOC:  *   DOC:  *   DOC: *
 (ENTER MULTIPLE DETAIL OBJECTS BELOW "DOC:" IF ANY)
 AMOUNT: *       AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
 (ENTER MULTIPLE AMOUNTS BELOW "AMOUNT" IF ANY)
 OBLIG: BB       OBLIG: BB       OBLIG: BB
 F/P: BB  ENCUM: BB       TRAN CODE: BB
 PROJ FY: BB PROJECT NUMBER: BB DEPARTMENT: BB DEPT DIST% IND: BB
 DEPT#: BB    DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
 AMOUNT:  BB  AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 AC/PAY INV-NO: BB       INV-DATE: BB     REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK

* IF MULTIPLE DETAIL OBJECT CODES ARE USED, THE "DOC:" FIELD BELOW THE VOUCHER AMOUNT MUST BE "0000" AND AT LEAST TWO MULTI FIELDS MUST BE USED.

IF MULTIPLE DEPARTMENTS ARE ENTERED, THE "DEPARTMENT" NUMBER NEXT TO THE "PROJECT NUMBER" MUST BE "9999". FROM ONE TO FIVE MULTIPLE DEPARTMENTS AND ASSOCIATED AMOUNTS MAY BE ENTERED ON THE FOLLOWING LINES.

EITHER MULTIPLE DETAIL OBJECT CODES OR MULTIPLE DEPARTMENT NUMBERS AND AMOUNTS MAY BE ENTERED, BUT NOT BOTH IN THE SAME TRANSACTION.

ALTHOUGH THE FIELD "REF-DOCUMENT-NO: IN THE LOWER RIGHT PORTION OF THE SCREEN ABOVE IS BLANK, IT MAY BE USED ON ANY VOUCHER TRANSACTION NOT ASSOCIATED WITH ACCOUNTS PAYABLE AS AN ADDITIONAL REFERENCE.

VALID "TYPE:" FOR TRAN CODE 07 ADD INCLUDE DR, DM, CR, CM OR RF.

DELETE A VOUCHER

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 07 MODE: T
 TASK: D TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: TRAN0007  DATE: 102081   FUND: 001
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH: 81297001
 AMT:            DESCR:                              VCHR/SQ: *
 DOC: 1205 SUBA: 0000
 ---- (ALL FIELDS BELOW MUST BE BLANK) ----
 DOC:            DOC:       DOC:       DOC:       DOC:

 AMOUNT:         AMOUNT:    AMOUNT:    AMOUNT:    AMOUNT:
 OBLIG: BB       OBLIG: BB       OBLIG: BB
 F/P: BB  ENCUM: BB       TRAN CODE: BB
 PROJ FY:     PROJECT NUMBER:    DEPARTMENT:    DEPT DIST% IND:
 DEPT#:       DEPT#:     DEPT#:     DEPT#:     DEPT#:
 AMOUNT:         AMOUNT:    AMOUNT:    AMOUNT:    AMOUNT:
 AC/PAY INV-NO:          INV-DATE:        REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK ON A DELETE TRANSACTION, IF THE TYPE CODE IS "CR" OR "CM" THE "VCHR/SQ:" FIELD MUST CONTAIN THE PROPER SEQUENCE NUMBER OF THE CREDIT VOUCHER TO BE DELETED.

INQUIRY -- DISPLAY A VOUCHER

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 07 MODE: I
 TASK: * TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: *                    FEIN EDIT OVERRIDE:
 VCHR: TRAN0007  DATE: *          FUND: 001
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH: *
 AMT:         DESCR:                                VCHR/SQ: *
 DOC: 1205 SUBA: 0000
 ---- (ALL FIELDS BELOW MUST BE BLANK) ----
 DOC:              DOC:       DOC:       DOC:       DOC:
 AMOUNT:           AMOUNT:    AMOUNT:    AMOUNT:    AMOUNT:
 OBLIG:            OBLIG:           OBLIG:
 F/P:      ENCUM:             TRAN CODE:
 PROJ FY:      PROJECT NUMBER:     DEPARTMENT:     DEPT DIST% IND:
 DEPT#:        DEPT#:     DEPT#:     DEPT#:     DEPT#:
 AMOUNT:           AMOUNT:    AMOUNT:    AMOUNT:    AMOUNT:
 AC/PAY INV-NO:             INV-DATE:          REF-DOCUMENT-NO:
```

ON AN INQUIRY TRANSACTION, IF THE TYPE CODE IS "CR" OR "CM" THE "VCHR/SQ:" FIELD MUST CONTAIN THE PROPER SEQUENCE NUMBER OF THE DESIRED VOUCHER.

* DESIGNATED FIELDS WILL BE DISPLAYED AS THEY WERE ORIGINALLY POSTED TO THE RECORDS, AND NEED NOT BE BLANKED OUT, AS DISPLAYED INFORMATION WILL BE HIGHLIGHTED, REPLACING ANY INFORMATION LEFT IN THE FIELD AT THE INQUIRY ENTRY TIME.

IF TYPE CODE OF THE VOUCHER TO BE DISPLAYED IS "CR", "CM" OR "RF" THE "VCHR/SQ:" MUST BELONG TO THE DESIRED VOUCHER TO PROPERLY RETRIEVE THE RIGHT RECORD.

THE FIELD CALLED "REF-DOCUMENT-NO" IN THE LOWER RIGHT SIDE OF THE ABOVE SCREEN MUST BE USED AS AN ADDITIONAL IDENTIFICATION NUMBER FOR AN ACCOUNTS PAYABLE DELETE TRANSACTION IF THE ORIGINAL ENTRY USED THAT REF-DOCUMENT-NO.

TRAN CODE 09

POST AN OBLIGATED OR ENCUMBERED VOUCHER

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 09 MODE: T
 TASK: A TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: TRAN0009  DATE: 102081   FUND: 001
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH: 81280001
 AMT: 125000    DESCR: VOUCHER WITH OBL. OR ENC.  VCHR/SQ: 0001
DOC: 1205 SUBA: 0000
DOC:      *    DOC:  *   DOC:  *   DOC:  *   DOC: *
(ENTER MULTIPLE DETAIL OBJECTS BELOW "DOC:" IF ANY)
AMOUNT: *       AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
(ENTER MULTIPLE AMOUNTS BELOW "AMOUNT" IF ANY)
OBLIG: A23456     OBLIG: **       OBLIG: **
F/P: P   ENCUM: BB          TRAN CODE: BB
PROJ FY: BB PROJECT NUMBER: BB DEPARTMENT: BB DEPT DIST% IND: BB
DEPT#: BB    DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
AMOUNT: BB      AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
AC/PAY INV-NO: BB       INV-DATE: BB     REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK * IF MULTIPLE DETAIL OBJECT CODES ARE USED, THE "DOC:" FIELD BELOW THE VOUCHER AMOUNT MUST BE "0000" AND AT LEAST TWO MULTI FIELDS MUST BE USED.

EITHER OBLIGATION NUMBER OR ENCUMBRANCE NUMBER MAY BE USED IN TRAN CODE 09, BUT NOT BOTH; SUBJECT TO CUSAS RULES THAT AMOUNTS IN CERTAIN LINES MUST BE OBLIGATED IF $2,500.00 OR MORE

ALTHOUGH THE FIELD "REF-DOCUMENT-NO: IN THE LOWER RIGHT PORTION OF THE SCREEN ABOVE IS BLANK, IT MAY BE USED ON ANY VOUCHER TRANSACTION NOT ASSOCIATED WITH ACCOUNTS PAYABLE AS AN ADDITIONAL REFERENCE.

VALID "TYPE:" FOR TRAN CODE 09 ADD INCLUDE DR, OR DM. CREDITS ARE NOT PERMITTED WITHOUT SPECIAL ARRANGEMENTS WITH THE COMPTROLLER WHO USES A SPECIAL ENTRY. TO SHOW A REFUND AGAINST A VOUCHER ENTERED WITH A TRAN CODE 09, USE TRAN CODE 07, (OR A TRANSACTION NOT USING AN OBLIGATION REFERENCE SUCH AS TRAN CODE 11). IF ARRANGEMENTS HAVE BEEN MADE TO RE-OBLIGATE THE AMOUNT OF THE REFUND, USE TRAN CODE 04 TO AMMEND THE OBLIGATION WITH AN APPROPRIATE TYPE CODE AND AN ACTION CODE OF "20".

MULTIPLE OBLIGATIONS WITH MULTIPLE DETAIL OBJECT CODES

** IF TWO OR THREE OBLIGATIONS ARE PRESENT WITH ONE DETAIL OBJECT CODE THE AMOUNTS FOR EACH OBLIGATION SHOULD BE ENTERED IN THE AMOUNT FIELDS UNDERNEATH THE MULTIPLE DETAIL OBJECT CODES. IF MORE THAN ONE DETAIL OBJECT CODE, EACH MUST CORRESPOND ON A ONE FOR ONE BASIS WITH THE SECOND OR THIRD OBLIGATION, WITH ITS RESPECTIVE DOLLAR AMOUNT.

A SINGLE OBLIGATION'S AMOUNT IS THE SAME AS THE VOUCHER AMOUNT. IF MORE THAN ONE OBLIGATION IS PRESENT, THE AMOUNT FOR EACH IS SHOWN IN THE FIRST, SECOND AND THIRD (IF PRESENT) AMOUNT FIELDS UNDER THE MULTIPLE DETAIL OBJECT CODE LINE. FOR MORE THAN ONE OBLIGATION WITH A SINGLE DETAIL OBJECT CODE, THE MULTIPLE DETAIL OBJECT CODE FIELDS SHOULD BE LEFT BLANK. IF MORE THAN ONE DETAIL OBJECT CODE AND OBLIGATION IS PRESENT, EACH DETAIL OBJECT CODE MUST RELATE IN AMOUNT TO A CORRESPONDING OBLIGATION.

DELETE A VOUCHER WITH AN ENCUMBRANCE OR OBLIGATION REFERENCE

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 09 MODE: T
 TASK: D TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: TRAN0009  DATE: 102081   FUND: 001
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH: 81297001
 AMT: BB         DESCR:    BB                        VCHR/SQ:
 DOC: BB SUBA: 0000
 DOC:       BB   DOC: BB   DOC:  BB  DOC: BB   DOC: BB
 AMOUNT: BB      AMOUNT:  BB AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 OBLIG: * **       OBLIG: * **     OBLIG: * **
 F/P: P   ENCUM: *           TRAN CODE: BB
 PROJ FY: BB PROJECT NUMBER: BB DEPARTMENT: BB DEPT DIST% IND: BB
 DEPT#: BB    DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
 AMOUNT: BB      AMOUNT: BB  AMOUNT:  BB AMOUNT: BB AMOUNT: BB
 AC/PAY INV-NO: BB       INV-DATE: BB     REF-DOCUMENT-NO: BB
```

BB: DESIGNATED FIELDS MUST BE BLANK

* SINCE TRAN CODE 09 ADDRESSES A VOUCHER WITH EITHER AN ENCUMBRANCE OR AN OBLIGATION, ONE OF THE FIELDS MUST BE PRESENT ON A DELETE, BUT NOT BOTH.

ON A DELETE TRANSACTION, IF THE TYPE CODE IS "CR" OR "CM" THE "VCHR/SQ:" FIELD MUST CONTAIN THE PROPER SEQUENCE NUMBER OF THE CREDIT VOUCHER TO BE DELETED.

** IF TWO OR THREE OBLIGATIONS ARE PRESENT IN THE VOUCHER RECORD TO BE DELETED , EACH OBLIGATION SHOULD BE ENTERED IN ONE OF THE OBLIGATION FIELDS PROVIDED.

TRAN CODE 10

POST A VOUCHER, A PROJECT VOUCHER AND ACCOUNTS PAYABLE DETAIL

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 10 MODE: T
 TASK: A TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 347149936627040l  FEIN EDIT OVERRIDE:
 VCHR: TRAN0010  DATE: 102081   FUND: 001
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH: 81280001
 AMT: 125000    DESCR: VOUCHER TRAN 10            VCHR/SQ: 0001
 DOC: 1205 SUBA: 0000
 DOC:       *    DOC:  *   DOC:  *   DOC:  *   DOC: *
(ENTER MULTIPLE DETAIL OBJECTS BELOW "DOC:" IF ANY)
AMOUNT: *        AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
(ENTER MULTIPLE AMOUNTS BELOW "AMOUNT" IF ANY)
OBLIG: BB          OBLIG: BB        OBLIG: BB
F/P: P   ENCUM: BB          TRAN CODE: BB
PROJ FY: BB PROJECT NUMBER: BB DEPARTMENT: BB DEPT DIST% IND: BB
DEPT#:  BB   DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
AMOUNT: BB       AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
AC/PAY INV-NO: A123456  INV-DATE: 080681 REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK * IF MULTIPLE DETAIL OBJECT CODES ARE USED, THE "DOC:" FIELD BELOW THE VOUCHER AMOUNT MUST BE "0000" AND AT LEAST TWO MULTI FIELDS MUST BE USED. IF MULTIPLE DEPARTMENTS ARE ENTERED, THE "DEPARTMENT" NUMBER NEXT TO THE "PROJECT NUMBER" MUST BE "9999". FROM ONE TO FIVE MULTIPLE DEPARTMENTS AND ASSOCIATED AMOUNTS MAY BE ENTERED ON THE FOLLOWING LINES. EITHER MULTIPLE DETAIL OBJECT CODES OR MULTIPLE DEPARTMENT NUMBERS AND AMOUNTS MAY BE ENTERED, BUT NOT BOTH IN THE SAME TRANSACTION. VALID "TYPE:" FOR TRAN CODE 10 ADD INCLUDE DR, DM, CR, CM OR RF. ALTHOUGH THE FIELD "REF-DOCUMENT-NO: IN THE LOWER RIGHT PORTION OF THE SCREEN ABOVE IS BLANK, IT MAY BE USED ON VOUCHER TRANSACTION CODE 10 AS AN ADDITIONAL ACCOUNTS PAYABLE IDENTIFICATION NUMBER.

DELETE A VOUCHER, A PROJECT VOUCHER AND ACCOUNTS PAYABLE DETAIL

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 10 MODE: T
 TASK: D TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: TRAN0010  DATE: 102081   FUND: 001
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH: 81280001
 AMT: 125000    DESCR:                              VCHR/SQ:
 DOC: 1205 SUBA: 0000
 DOC:       *    DOC:  *   DOC:  *   DOC:  *   DOC: *
 (ENTER MULTIPLE DETAIL OBJECTS BELOW "DOC:" IF ANY)
 AMOUNT: *        AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
 (ENTER MULTIPLE AMOUNTS BELOW "AMOUNT" IF ANY)
 OBLIG: BB          OBLIG: BB        OBLIG: BB
 F/P: BB  ENCUM: BB          TRAN CODE: BB
 PROJ FY: BB PROJECT NUMBER: BB DEPARTMENT: BB DEPT DIST% IND: BB
 DEPT#: BB    DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
 AMOUNT: BB       AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 AC/PAY INV-NO: A123456  INV-DATE: 080681 REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK

* IF MULTIPLE DETAIL OBJECT CODES ARE USED, THE "DOC:" FIELD BELOW THE VOUCHER AMOUNT MUST BE "0000" AND AT LEAST TWO MULTI FIELDS MUST BE USED. IF MULTIPLE DEPARTMENTS ARE ENTERED, THE "DEPARTMENT" NUMBER NEXT TO THE "PROJECT NUMBER" MUST BE "9999". FROM ONE TO FIVE MULTIPLE DEPARTMENTS AND ASSOCIATED AMOUNTS MAY BE ENTERED ON THE FOLLOWING LINES. EITHER MULTIPLE DETAIL OBJECT CODES OR MULTIPLE DEPARTMENT NUMBERS AND AMOUNTS MAY BE ENTERED, BUT NOT BOTH IN THE SAME TRANSACTION.

THE FIELD CALLED "REF-DOCUMENT-NO" IN THE LOWER RIGHT SIDE OF THE ABOVE SCREEN MUST BE USED AS AN ADDITIONAL IDENTIFICATION NUMBER FOR AN ACCOUNTS PAYABLE DELETE TRANSACTION IF THE ORIGINAL VOUCHER WAS ADDED USING THAT REF-DOCUMENT-NO.

TRAN CODE 11

POST A VOUCHER AND A PROJECT VOUCHER

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 11 MODE: T
 TASK: A TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: TRAN0010  DATE: 102081   FUND: 001
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH: 81280001
 AMT: 125000    DESCR: VOUCHER TRAN 11              VCHR/SQ: 0001
 DOC: 1205 SUBA: 0000
 DOC:       *    DOC:  *   DOC:  *   DOC:  *   DOC: *
 (ENTER MULTIPLE DETAIL OBJECTS BELOW "DOC:" IF ANY)
 AMOUNT: *        AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
 (ENTER MULTIPLE AMOUNTS BELOW "AMOUNT" IF ANY)
 OBLIG: BB          OBLIG: BB        OBLIG: BB
 F/P: BB  ENCUM: BB          TRAN CODE: BB
 PROJ FY:82 PROJECT NUMBER:0001 DEPARTMENT:0001 DEPT DIST% IND: BB
 DEPT#: BB    DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
 AMOUNT: BB       AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 AC/PAY INV-NO: BB        INV-DATE: BB     REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK * IF MULTIPLE DETAIL OBJECT CODES ARE USED, THE "DOC:" FIELD BELOW THE VOUCHER AMOUNT MUST BE "0000" AND AT LEAST TWO MULTI FIELDS MUST BE USED. IF MULTIPLE DEPARTMENTS ARE ENTERED, THE "DEPARTMENT" NUMBER NEXT TO THE "PROJECT NUMBER" MUST BE "9999". FROM ONE TO FIVE MULTIPLE DEPARTMENTS AND ASSOCIATED AMOUNTS MAY BE ENTERED ON THE FOLLOWING LINES. EITHER MULTIPLE DETAIL OBJECT CODES OR MULTIPLE DEPARTMENT NUMBERS AND AMOUNTS MAY BE ENTERED, BUT NOT BOTH IN THE SAME TRANSACTION.

ALTHOUGH THE FIELD "REF-DOCUMENT-NO: IN THE LOWER RIGHT PORTION OF THE SCREEN ABOVE IS BLANK, IT MAY BE USED ON ANY VOUCHER TRANSACTION NOT ASSOCIATED WITH ACCOUNTS PAYABLE AS AN ADDITIONAL REFERENCE.

VALID "TYPE:" FOR TRAN CODE 11 ADD INCLUDE DR, DM, CR, CM AND RF.

DELETE A VOUCHER AND A PROJECT VOUCHER

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 11 MODE: T
 TASK: D TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: TRAN0010  DATE: 102081   FUND: 001
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH: 81280001
 AMT: 125000    DESCR:                              VCHR/SQ: 0001
 DOC: 1205 SUBA: 0000
 DOC:       *    DOC:  *   DOC:  *   DOC:  *   DOC: *
 (ENTER MULTIPLE DETAIL OBJECTS BELOW "DOC:" IF ANY)
 AMOUNT: *        AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
 (ENTER MULTIPLE AMOUNTS BELOW "AMOUNT" IF ANY)
 OBLIG: BB          OBLIG: BB        OBLIG: BB
 F/P: BB  ENCUM: BB          TRAN CODE: BB
 PROJ FY:82 PROJECT NUMBER:0001 DEPARTMENT:0001 DEPT DIST% IND: BB
 DEPT#: BB    DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
 AMOUNT: BB       AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 AC/PAY INV-NO: BB        INV-DATE: BB     REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK

* IF MULTIPLE DETAIL OBJECT CODES ARE USED, THE "DOC:" FIELD BELOW THE VOUCHER AMOUNT MUST BE "0000" AND AT LEAST TWO MULTI FIELDS MUST BE USED. IF MULTIPLE DEPARTMENTS ARE ENTERED, THE "DEPARTMENT" NUMBER NEXT TO THE "PROJECT NUMBER" MUST BE "9999". FROM ONE TO FIVE MULTIPLE DEPARTMENTS AND ASSOCIATED AMOUNTS MAY BE ENTERED ON THE FOLLOWING LINES. EITHER MULTIPLE DETAIL OBJECT CODES OR MULTIPLE DEPARTMENT NUMBERS AND AMOUNTS MAY BE ENTERED, BUT NOT BOTH IN THE SAME TRANSACTION.

TRAN CODE 12

POST A PROJECT VOUCHER CONCURRENTLY WITH ACCOUNTS PAYABLE DETAIL

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 12 MODE: T
 TASK: A TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 347149936627040I  FEIN EDIT OVERRIDE:
 VCHR: TRAN0012  DATE: 102081   FUND: 001
 AGCY: 442 DIV:    LINE: 1200 SQ/TYP: BB   BATCH: 81280001
 AMT: 125000    DESCR: VOUCHER TRAN 12              VCHR/SQ: 0001
 DOC: 1205 SUBA: 0000
 DOC:      *    DOC:  *   DOC:  *   DOC:  *   DOC: *
 (ENTER MULTIPLE DETAIL OBJECTS BELOW "DOC:" IF ANY)
 AMOUNT: *        AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
 (ENTER MULTIPLE AMOUNTS BELOW "AMOUNT" IF ANY)
 OBLIG: BB          OBLIG: BB        OBLIG: BB
 F/P: BB  ENCUM: BB          TRAN CODE: BB
 PROJ FY:82 PROJECT NUMBER:0001 DEPARTMENT:0001 DEPT DIST% IND: BB
 DEPT#: BB    DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
 AMOUNT: BB       AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 AC/PAY INV-NO: A12354   INV-DATE: 082081 REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK * IF MULTIPLE DETAIL OBJECT CODES ARE USED, THE "DOC:" FIELD BELOW THE VOUCHER AMOUNT MUST BE "0000" AND AT LEAST TWO MULTI FIELDS MUST BE USED.

IF MULTIPLE DEPARTMENTS ARE ENTERED, THE "DEPARTMENT" NUMBER NEXT TO THE "PROJECT NUMBER" MUST BE "9999". FROM ONE TO FIVE MULTIPLE DEPARTMENTS AND ASSOCIATED AMOUNTS MAY BE ENTERED ON THE FOLLOWING LINES.

EITHER MULTIPLE DETAIL OBJECT CODES OR MULTIPLE DEPARTMENT NUMBERS AND AMOUNTS MAY BE ENTERED, BUT NOT BOTH IN THE SAME TRANSACTION.

ALTHOUGH THE FIELD "REF-DOCUMENT-NO: IN THE LOWER RIGHT PORTION OF THE SCREEN ABOVE IS BLANK, IT MAY BE USED ON VOUCHER TRANSACTION 12 AS AN ADDITIONAL ACCOUNTS PAYABLE REFERENCE NUMBER.

VALID "TYPE:" FOR TRAN CODE 07 ADD INCLUDE DR, DM, CR, CM OR RF.

DELETE A PROJECT VOUCHER ADDING ACCOUNTS PAYABLE DETAIL

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 12 MODE: T
 TASK: D TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: TRAN0012  DATE: 102081   FUND: BB
 AGCY: 442 DIV:    LINE: 1200 SQ/TYP: BB   BATCH: 81280001
 AMT: 125000    DESCR:                          VCHR/SQ: 0001
 DOC: 1205 SUBA: 0000
 DOC:       *    DOC:  *   DOC:  *   DOC:  *   DOC: *
 (ENTER MULTIPLE DETAIL OBJECTS BELOW "DOC:" IF ANY)
 AMOUNT: *        AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
 (ENTER MULTIPLE AMOUNTS BELOW "AMOUNT" IF ANY)
 OBLIG: BB          OBLIG: BB        OBLIG: BB
 F/P: BB  ENCUM: BB          TRAN CODE: BB
 PROJ FY:82 PROJECT NUMBER:0001 DEPARTMENT:0001 DEPT DIST% IND: BB
 DEPT#: BB    DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
 AMOUNT: BB       AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 AC/PAY INV-NO: A12354   INV-DATE: 082081 REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK

* IF MULTIPLE DETAIL OBJECT CODES ARE USED, THE "DOC:" FIELD BELOW THE VOUCHER AMOUNT MUST BE "0000" AND AT LEAST TWO MULTI FIELDS MUST BE USED.

IF MULTIPLE DEPARTMENTS ARE ENTERED, THE "DEPARTMENT" NUMBER NEXT TO THE "PROJECT NUMBER" MUST BE "9999". FROM ONE TO FIVE MULTIPLE DEPARTMENTS AND ASSOCIATED AMOUNTS MAY BE ENTERED ON THE FOLLOWING LINES.

EITHER MULTIPLE DETAIL OBJECT CODES OR MULTIPLE DEPARTMENT NUMBERS AND AMOUNTS MAY BE ENTERED, BUT NOT BOTH IN THE SAME TRANSACTION.

THE FIELD CALLED "REF-DOCUMENT-NO" IN THE LOWER RIGHT SIDE OF THE ABOVE SCREEN MUST BE USED AS AN ADDITIONAL IDENTIFICATION NUMBER IN A DELETE TRANSACTION ADDING DETAIL TO ACCOUNTS PAYABLE IF THE ORIGINAL VOUCHER WAS ADDED USING THAT REF-DOCUMENT-NO. OTHERWISE, THAT SCREEN FIELD MUST BE BLANK.

TRAN CODE 13

POST AN OBLIGATED OR ENCUMBERED VOUCHER AND A PROJECT VOUCHER

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 13 MODE: T
 TASK: A TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: TRAN0013  DATE: 102081   FUND: 001
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH: 81280001
 AMT: 125000    DESCR: VOUCHER TRAN 10              VCHR/SQ: 0001
 DOC: 1205 SUBA: 0000
 DOC:      *    DOC:  *   DOC:  *   DOC:  *   DOC: *
 (ENTER MULTIPLE DETAIL OBJECTS BELOW "DOC:" IF ANY)
 AMOUNT: *        AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
 (ENTER MULTIPLE AMOUNTS BELOW "AMOUNT" IF ANY)
 OBLIG: A12345     OBLIG: **        OBLIG: **
 F/P: P   ENCUM: BB          TRAN CODE: BB
 PROJ FY:82 PROJECT NUMBER:0001 DEPARTMENT:0001 DEPT DIST% IND: BB
 DEPT#: BB    DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
 AMOUNT: BB       AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 AC/PAY INV-NO: BB        INV-DATE: BB     REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK * IF MULTIPLE DETAIL OBJECT CODES ARE USED, THE "DOC:" FIELD BELOW THE VOUCHER AMOUNT MUST BE "0000" AND AT LEAST TWO MULTI FIELDS MUST BE USED.

IF MULTIPLE DEPARTMENTS ARE ENTERED, THE "DEPARTMENT" NUMBER NEXT TO THE "PROJECT NUMBER" MUST BE "9999". FROM ONE TO FIVE MULTIPLE DEPARTMENTS AND ASSOCIATED AMOUNTS MAY BE ENTERED ON THE FOLLOWING LINES.

EITHER MULTIPLE DETAIL OBJECT CODES OR MULTIPLE DEPARTMENT NUMBERS AND AMOUNTS MAY BE ENTERED, BUT NOT BOTH IN THE SAME TRANSACTION.

ALTHOUGH THE FIELD "REF-DOCUMENT-NO: IN THE LOWER RIGHT PORTION OF THE SCREEN ABOVE IS BLANK, IT MAY BE USED ON ANY VOUCHER TRANSACTION NOT ASSOCIATED WITH ACCOUNTS PAYABLE AS AN ADDITIONAL REFERENCE.

VALID "TYPE:" FOR TRAN CODE 13 ADD INCLUDE DR AND DM.

MULTIPLE OBLIGATIONS WITH MULTIPLE DETAIL OBJECT CODES

** IF TWO OR THREE OBLIGATIONS ARE PRESENT WITH ONE DETAIL OBJECT CODE THE AMOUNTS FOR EACH OBLIGATION SHOULD BE ENTERED IN THE AMOUNT FIELDS UNDERNEATH THE MULTIPLE DETAIL OBJECT CODES. IF MORE THAN ONE DETAIL OBJECT CODE, EACH MUST CORRESPOND ON A ONE FOR ONE BASIS WITH THE SECOND OR THIRD OBLIGATION, WITH ITS RESPECTIVE DOLLAR AMOUNT.

A SINGLE OBLIGATION'S AMOUNT IS THE SAME AS THE VOUCHER AMOUNT. IF MORE THAN ONE OBLIGATION IS PRESENT, THE AMOUNT FOR EACH IS SHOWN IN THE FIRST, SECOND AND THIRD (IF PRESENT) AMOUNT FIELDS UNDER THE MULTIPLE DETAIL OBJECT CODE LINE. FOR MORE THAN ONE OBLIGATION WITH A

SINGLE DETAIL OBJECT CODE, THE MULTIPLE DETAIL OBJECT CODE FIELDS SHOULD BE LEFT BLANK. IF MORE THAN ONE DETAIL OBJECT CODE AND OBLIGATION IS PRESENT, EACH DETAIL OBJECT CODE MUST RELATE IN AMOUNT TO A CORRESPONDING OBLIGATION.

DELETE AN OBLIGATED OR ENCUMBERED VOUCHER AND A PROJECT VOUCHER

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 13 MODE: T
 TASK: D TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 347149936627040I  FEIN EDIT OVERRIDE:
 VCHR: TRAN0013  DATE: 102081   FUND: 001
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH: 81280001
 AMT: BB         DESCR: VOUCHER TRAN 10              VCHR/SQ: 0001
 DOC: 1205 SUBA: 0000
 DOC:       *    DOC:  *   DOC:  *   DOC:  *   DOC: *
 (ENTER MULTIPLE DETAIL OBJECTS BELOW "DOC:" IF ANY)
 AMOUNT: BB       AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 (ENTER MULTIPLE AMOUNTS BELOW "AMOUNT" IF ANY)
 OBLIG: A12345     OBLIG: **       OBLIG: **
 F/P: BB  ENCUM: BB          TRAN CODE: BB
 PROJ FY:82 PROJECT NUMBER:0001 DEPARTMENT:0001 DEPT DIST% IND: BB
 DEPT#: BB    DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
 AMOUNT: BB       AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 AC/PAY INV-NO: BB        INV-DATE: BB     REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK

* IF MULTIPLE DETAIL OBJECT CODES ARE USED, THE "DOC:" FIELD BELOW THE VOUCHER AMOUNT MUST BE "0000" AND AT LEAST TWO MULTI FIELDS MUST BE USED. ON A DELETE TRANSACTION DETAIL OBJECT CODE(S) NEED NOT BE PRESENT; HOWEVER IF PRESENT, THE CODE OR CODES MUST COMPLY WITH RULES FOR SINGLE OR MULTIPLE USE.

IF MULTIPLE DEPARTMENTS ARE ENTERED, THE "DEPARTMENT" NUMBER NEXT TO THE "PROJECT NUMBER" MUST BE "9999". FROM ONE TO FIVE MULTIPLE DEPARTMENTS AND ASSOCIATED AMOUNTS MAY BE ENTERED ON THE FOLLOWING LINES.

EITHER MULTIPLE DETAIL OBJECT CODES OR MULTIPLE DEPARTMENT NUMBERS AND AMOUNTS MAY BE ENTERED, BUT NOT BOTH IN THE SAME TRANSACTION.

** IF TWO OR THREE OBLIGATIONS ARE PRESENT IN THE VOUCHER RECORD TO BE DELETED , EACH OBLIGATION SHOULD BE ENTERED IN ONE OF THE OBLIGATION FIELDS PROVIDED.

TRAN CODE 14

POST AN OBLIGATED OR ENCUMBERED VOUCHER WITH ACCOUNTS PAYABLE DETAIL

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 14 MODE: T
 TASK: A TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: TRAN0014  DATE: 102081   FUND: 001
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH: 81280001
 AMT: BB         DESCR: VOUCHER TRAN 14            VCHR/SQ: 0001
 DOC: 1205 SUBA: 0000
 DOC:      *    DOC:  *   DOC:  *   DOC:  *   DOC: *
 (ENTER MULTIPLE DETAIL OBJECTS BELOW "DOC:" IF ANY)
 AMOUNT: *       AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
 OBLIG: A12345     OBLIG: **       OBLIG: **
 F/P: P   ENCUM: BB          TRAN CODE: BB
 PROJ FY: BB PROJECT NUMBER: BB DEPARTMENT: BB DEPT DIST% IND: BB
 DEPT#: BB    DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
 AMOUNT: BB      AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 AC/PAY INV-NO: BB       INV-DATE: BB     REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK

* IF MULTIPLE DETAIL OBJECT CODES ARE USED, THE "DOC:" FIELD BELOW THE VOUCHER AMOUNT MUST BE "0000" AND AT LEAST TWO MULTI FIELDS MUST BE USED. ON A DELETE TRANSACTION DETAIL OBJECT CODE(S) NEED NOT BE PRESENT; HOWEVER IF PRESENT, THE CODE OR CODES MUST COMPLY WITH RULES FOR SINGLE OR MULTIPLE USE.

ALTHOUGH THE FIELD "REF-DOCUMENT-NO: IN THE LOWER RIGHT PORTION OF THE SCREEN ABOVE IS BLANK, IT MAY BE USED IN TRANSACTION 14 AS AN ADDITIONAL ACCOUNTS PAYABLE REFERENCE NUMBER.

VALID "TYPE:" FOR TRAN CODE 14 ADD IS LIMITED TO DR AND DM.

MULTIPLE OBLIGATIONS WITH MULTIPLE DETAIL OBJECT CODES

** IF TWO OR THREE OBLIGATIONS ARE PRESENT WITH ONE DETAIL OBJECT CODE THE AMOUNTS FOR EACH OBLIGATION SHOULD BE ENTERED IN THE AMOUNT FIELDS UNDERNEATH THE MULTIPLE DETAIL OBJECT CODES. IF MORE THAN ONE DETAIL OBJECT CODE, EACH MUST CORRESPOND ON A ONE FOR ONE BASIS WITH THE SECOND OR THIRD OBLIGATION, WITH ITS RESPECTIVE DOLLAR AMOUNT.

A SINGLE OBLIGATION'S AMOUNT IS THE SAME AS THE VOUCHER AMOUNT. IF MORE THAN ONE OBLIGATION IS PRESENT, THE AMOUNT FOR EACH IS SHOWN IN THE FIRST, SECOND AND THIRD (IF PRESENT) AMOUNT FIELDS UNDER THE MULTIPLE DETAIL OBJECT CODE LINE. FOR MORE THAN ONE OBLIGATION WITH A SINGLE DETAIL OBJECT CODE, THE MULTIPLE DETAIL OBJECT CODE FIELDS SHOULD BE LEFT BLANK. IF MORE THAN ONE DETAIL OBJECT CODE AND OBLI-

GATION IS PRESENT, EACH DETAIL OBJECT CODE MUST RELATE IN AMOUNT TO A CORRESPONDING OBLIGATION.

DELETE AN OBLIGATED OR ENCUMBERED VCHR WITH ACCOUNTS PAYABLE DETAIL

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 14 MODE: T
 TASK: D TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: TRAN0014  DATE: 102081   FUND: 001
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH: 81280001
 AMT: 125000    DESCR:                              VCHR/SQ: 0001
 DOC: 1205 SUBA: 0000
 DOC:       *    DOC:  *   DOC:  *   DOC:  *   DOC: *
 (ENTER MULTIPLE DETAIL OBJECTS BELOW "DOC:" IF ANY)
 AMOUNT: *        AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
 (ENTER MULTIPLE AMOUNTS BELOW "AMOUNT" IF ANY)
 OBLIG: A12345     OBLIG: **        OBLIG: **
 F/P: BB  ENCUM: BB          TRAN CODE: BB
 PROJ FY: BB PROJECT NUMBER: BB DEPARTMENT: BB DEPT DIST% IND: BB
 DEPT#: BB    DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
 AMOUNT: BB       AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 AC/PAY INV-NO: A12345   INV-DATE: 082081   REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK

* IF MULTIPLE DETAIL OBJECT CODES ARE USED, THE "DOC:" FIELD BELOW THE VOUCHER AMOUNT MUST BE "0000" AND AT LEAST TWO MULTI FIELDS MUST BE USED.

IF MULTIPLE DEPARTMENTS ARE ENTERED, THE "DEPARTMENT" NUMBER NEXT TO THE "PROJECT NUMBER" MUST BE "9999". FROM ONE TO FIVE MULTIPLE DEPARTMENTS AND ASSOCIATED AMOUNTS MAY BE ENTERED ON THE FOLLOWING LINES.

** IF TWO OR THREE OBLIGATIONS ARE PRESENT IN THE VOUCHER RECORD TO BE DELETED , EACH OBLIGATION SHOULD BE ENTERED IN ONE OF THE OBLIGATION FIELDS PROVIDED.

THE FIELD CALLED "REF-DOCUMENT-NO" IN THE LOWER RIGHT SIDE OF THE ABOVE SCREEN MUST BE USED AS AN ADDITIONAL IDENTIFICATION NUMBER IN A DELETE TRANSACTION ADDING DETAIL TO ACCOUNTS PAYABLE IF THE ORIGINAL VOUCHER WAS ADDED USING THAT REF-DOCUMENT-NO. OTHERWISE, THAT SCREEN FIELD MUST BE BLANK.

TRAN CODE 15

POST AN OBL.OR ENC. VOUCHER/PROJECT VOUCHER W/ACCTS. PAYABLE DETAIL

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 15 MODE: T
 TASK: A TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: TRAN0015  DATE: 102081   FUND: 001
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH: 81280001
 AMT: 125000    DESCR: VOUCHER TRAN 15              VCHR/SQ: 0001
 DOC: 1205 SUBA: 0000
 DOC:       *    DOC:  *   DOC:  *   DOC:  *   DOC: *
 (ENTER MULTIPLE DETAIL OBJECTS BELOW "DOC:" IF ANY)
 AMOUNT: *        AMOUNT: *   AMOUNT: *   AMOUNT: *  AMOUNT: *
 (ENTER MULTIPLE AMOUNTS BELOW "AMOUNT" IF ANY)
 OBLIG: A12345     OBLIG: **        OBLIG: **
 F/P: P   ENCUM: BB          TRAN CODE: BB
 PROJ FY:82 PROJECT NUMBER:0001 DEPARTMENT:0001 DEPT DIST% IND: BB
 DEPT#: BB    DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
 AMOUNT: BB       AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
 AC/PAY INV-NO: A1234       INV-DATE: 082181   REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK * IF MULTIPLE DETAIL OBJECT CODES ARE USED, THE "DOC:" FIELD BELOW THE VOUCHER AMOUNT MUST BE "0000" AND AT LEAST TWO MULTI FIELDS MUST BE USED.

IF MULTIPLE DEPARTMENTS ARE ENTERED, THE "DEPARTMENT" NUMBER NEXT TO THE "PROJECT NUMBER" MUST BE "9999". FROM ONE TO FIVE MULTIPLE DEPARTMENTS AND ASSOCIATED AMOUNTS MAY BE ENTERED ON THE FOLLOWING LINES.

EITHER MULTIPLE DETAIL OBJECT CODES OR MULTIPLE DEPARTMENT NUMBERS AND AMOUNTS MAY BE ENTERED, BUT NOT BOTH IN THE SAME TRANSACTION.

ALTHOUGH THE FIELD "REF-DOCUMENT-NO: IN THE LOWER RIGHT PORTION OF THE SCREEN ABOVE IS BLANK, IT MAY BE USED IN VOUCHER TRANSACTION 15 AS AN ADDITIONAL ACCOUNTS PAYABLE REFERENCE.

VALID "TYPE:" FOR TRAN CODE 15 ADD IS LIMITED TO DR AND DM.

MULTIPLE OBLIGATIONS WITH MULTIPLE DETAIL OBJECT CODES

** IF TWO OR THREE OBLIGATIONS ARE PRESENT WITH ONE DETAIL OBJECT CODE THE AMOUNTS FOR EACH OBLIGATION SHOULD BE ENTERED IN THE AMOUNT FIELDS UNDERNEATH THE MULTIPLE DETAIL OBJECT CODES. IF MORE THAN ONE DETAIL OBJECT CODE, EACH MUST CORRESPOND ON A ONE FOR ONE BASIS WITH THE SECOND OR THIRD OBLIGATION, WITH ITS RESPECTIVE DOLLAR AMOUNT.

A SINGLE OBLIGATION'S AMOUNT IS THE SAME AS THE VOUCHER AMOUNT. IF MORE THAN ONE OBLIGATION IS PRESENT, THE AMOUNT FOR EACH IS SHOWN IN THE FIRST, SECOND AND THIRD (IF PRESENT) AMOUNT FIELDS UNDER THE MULTIPLE DETAIL OBJECT CODE LINE. FOR MORE THAN ONE OBLIGATION WITH A SINGLE DETAIL OBJECT CODE, THE MULTIPLE DETAIL OBJECT CODE FIELDS SHOULD BE LEFT BLANK. IF MORE THAN ONE DETAIL OBJECT CODE AND OBLIGATION IS PRESENT, EACH DETAIL OBJECT CODE MUST RELATE IN AMOUNT TO A CORRESPONDING OBLIGATION.

DELETE OBL.OR ENC. VCHR/PROJ VCHR ADDING /ACCTS. PAY. DETAIL

```
GASECM00                EXPENDITURE CONTROL
ERROR CODE:
TRANS REQUEST CODE: 15 MODE: T
 TASK: D TYPE: DR FY: 82 PSWD: (SECRET) OPERID: GWP AGCY-CD: GS
 FEIN: 3471499366270401  FEIN EDIT OVERRIDE:
 VCHR: TRAN0015  DATE: 102081   FUND: 001
 AGCY: 442 DIV: 01 LINE: 1200 SQ/TYP: 0000 BATCH: 81280001
 AMT: BB         DESCR: VOUCHER                    VCHR/SQ: 0001
 DOC: 1205 SUBA: 0000
 DOC:       *    DOC:  *   DOC:  *   DOC:  *   DOC: *
(ENTER MULTIPLE DETAIL OBJECTS BELOW "DOC:" IF ANY)
AMOUNT: BB       AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
(ENTER MULTIPLE AMOUNTS BELOW "AMOUNT" IF ANY)
OBLIG: A12345     OBLIG: **        OBLIG: **
F/P: BB  ENCUM: BB          TRAN CODE: BB
PROJ FY:82 PROJECT NUMBER:0001 DEPARTMENT:0001 DEPT DIST% IND: BB
DEPT#: BB    DEPT#: BB  DEPT#: BB  DEPT#: BB  DEPT#: BB
AMOUNT: BB       AMOUNT: BB  AMOUNT: BB  AMOUNT: BB AMOUNT: BB
AC/PAY INV-NO: 12345        INV-DATE: 082181     REF-DOCUMENT-NO:
```

BB: DESIGNATED FIELDS MUST BE BLANK

* IF MULTIPLE DETAIL OBJECT CODES ARE USED, THE "DOC:" FIELD BELOW THE VOUCHER AMOUNT MUST BE "0000" AND AT LEAST TWO MULTI FIELDS MUST BE USED. ON A DELETE TRANSACTION DETAIL OBJECT CODE(S) NEED NOT BE PRESENT; HOWEVER IF PRESENT, THE CODE OR CODES MUST COMPLY WITH RULES FOR SINGLE OR MULTIPLE USE.

IF MULTIPLE DEPARTMENTS ARE ENTERED, THE "DEPARTMENT" NUMBER NEXT TO THE "PROJECT NUMBER" MUST BE "9999". FROM ONE TO FIVE MULTIPLE DEPARTMENTS AND ASSOCIATED AMOUNTS MAY BE ENTERED ON THE FOLLOWING LINES.

** IF TWO OR THREE OBLIGATIONS ARE PRESENT IN THE VOUCHER RECORD TO BE DELETED , EACH OBLIGATION SHOULD BE ENTERED IN ONE OF THE OBLIGATION FIELDS PROVIDED.

EITHER MULTIPLE DETAIL OBJECT CODES OR MULTIPLE DEPARTMENT NUMBERS AND AMOUNTS MAY BE ENTERED, BUT NOT BOTH IN THE SAME TRANSACTION.

THE FIELD CALLED "REF-DOCUMENT-NO" IN THE LOWER RIGHT SIDE OF THE ABOVE SCREEN MUST BE USED AS AN ADDITIONAL IDENTIFICATION NUMBER IN A DELETE TRANSACTION ADDING DETAIL TO ACCOUNTS PAYABLE IF THE ORIGINAL VOUCHER WAS ADDED USING THAT REF-DOCUMENT-NO.

APPENDIX F

SCREEN "GASPRM00" EXAMPLES

PROJECT CREATION AND MAINTENANCE IS PROCESSED BY USING THE COMMAND "/FOR GASPRM", WHICH CAUSES THE FOLLOWING SCREEN TO APPEAR.

```
GASPRM00      PROJECT/DEPARTMENT MAINTENANCE    DATE
ERROR CODE:
   TRANS REQUEST CODE:    MODE:
TASK:  FY:   PSWD:   OPERID:   AGCY-CD:  AGCY:  DIV:
PROJ#:      PERIOD IND:   PROJ NAME:
DEPT#:      DEPT NAME:
LINE:       POSTING IND:   LINE NAME:
APPROP:           RESERVE:          QTR/M01:
QRT/M02:          QTR/M03:               QTR/M04:
M05:              M06:              M07:              M08:
M09:             M010:             M011              M012:
CUSAS OPTION:
ALTERNATE  FY:  PROJ#:      DEPT#:      LINE:
APPROP:           RESERVE:               QTR/M01:
QTR/M02:          QTR/M03:               QTR/M04:
M05:              M06:              M07:              M08:
M09:             M010:             M011:             M012:
```

ESTABLISH A PROJECT/DEPARTMENT/LINE RECORD

THE FIRST STEP IN CREATING RECORDS FOR PROJECT ACCOUNTING IS TO ESTABLISH THE PROJECT/DEPARTMENT/LINE RECORD. THIS CREATES WITH ONE ENTRY THE PROJECT, DEPARTMENT, AND LINE NAMES, SETS UP RULES FOR CONTROLLING EXPENDITURES, DEFINES THE BUDGET PERIOD AND ESTABLISHES APPROPRIATION BALANCES, RESERVES AND ALLOTMENTS AS REQUIRED, IF ANY DOLLAR ALLOCATIONS.

IF AN ALLOTMENT BALANCE MUST BE TESTED FOR AVAILABILITY OF FUNDS FOR EXPENDITURE, OR IF THE PRESENCE OF SUFFICIENT CASH RECEIPTS TO COVER EXPENDITURES IS REQUIRED, THE RULES CODE MUST BE "Y" INDICATING BALANCE RULES ARE TO BE ENFORCED. IF THE BUDGET PERIOD IS TO BE QUARTERLY THE PERIOD INDICATOR SHOULD BE SET AT "Q"; OTHERWISE, ENTER "M" FOR MONTHLY BUDGETING.

IT SHOULD BE NOTED THAT THE PRESENCE OF A "Q" OR "M" DOES NOT IN ITSELF REQUIRE THAT ANY SPECIFIC ALLOCATIONS MUST BE ENTERED IN ANY OF THE TWELVE AMOUNT FIELDS PRESENT; ONLY THAT WHAT IS PRESENT EQUAL THE AMOUNT OF THE APPROPRIATION. IT IS POSSIBLE TO SET UP A PROJECT/DEPARTMENT/LINE RECORD WITH YES RULES, AND MONTHLY OR QUARTERLY INDICATORS AND HAVE NO APPROPRIATION OR ASSOCIATED ALLOTMENTS PRESENT AT ALL. THIS IMPLIES THAT CASH RECEIPTS WOULD LATER BE ENTERED TO COVER ANY EXPENDITURE ENTRIES TO FOLLOW. HOWEVER, BUDGETING BY THE MONTH OR QUARTER CANNOT BE ENFORCED WITHOUT EXISTENCE OF A PERIODIC AMOUNT ALLOCATION OR PRESENCE OF CASH RECEIVED.

ONCE USAGE OF THE PROJECT HAS BEEN DETERMINED

THE GAS II ACCOUNTANT SHOULD ENTER THE CALL

/FOR GASPRM"

THE SCREEN ON THE FOLLOWING PAGE WILL THEN APPEAR.

/FOR GASPRM

```
GASPRM00      PROJECT/DEPARTMENT MAINTENANCE     DATE
ERROR CODE:
 TRANS REQUEST CODE:     MODE:
TASK:  FY:   PSWD:       OPERID:  AGCY-CD:  AGCY:  DIV:
      PROJ#:      PERIOD IND:    PROJ NAME:
      DEPT#:      DEPT NAME:
      LINE:       POSTING IND:   LINE NAME:
      APPROP:              RESERVE:          QTR/MO1:
      QRT/MO2:             QTR/MO3:                QTR/MO4:
MO5:              MO6:              MO7:              MO8:
MO9:              MO10:             MO11:             MO12:
ALTERNATE FY:   PROJ#:       DEPT#:      LINE:
      APPROP:              RESERVE:                QTR/MO1:
QTR/MO2:          QTR/MO3:                QTR/MO4:
MO5:              MO6:              MO7:              MO8:
MO9:              MO10:             MO11:             MO12:
```

FOR EXPLANATION OF THE VARIOUS TERMS USED ON THIS SCREEN, TURN BACK TO THE PAGES IMMEDIATELY AFTER THE TITLE PAGE "SCREEN 'GASPRM00'" FOR A DESCRIPTION OF EACH FIELD IN THE EXAMPLE.

FOR PROCESSING EACH PROJECT/DEPARTMENT/LINE RECORD, USE "TRAN CODE 16", ADD PROJECT RECORD, WHICH MAY BE FOUND ON THE FOLLOWING PAGE.

TRAN CODE 16

ADD PROJECT/DEPARTMENT/LINE RECORD.

```
GASPRM00   PROJECT/DEPARTMENT MAINTENANCE  (DATE)
ERROR CODE:
    TRANS REQUEST CODE: 16 MODE: T
TASK A FY 82 PSWD (SECRET) OPERID XXX AGCY-CD GS
AGCY 442 DIV *
PROJ#: 0001 PERIOD IND: M  PROJ NAME: YOUR PROJECT NAME
    DEPT#: 0001 DEPT NAME: YOUR DEPARTMENT NAME
LINE:  0001 POSTING IND: Y  LINE NAME: YOUR LINE NAME
    APPROP: 1700000 RESERVE 300000 QTR/MO1: 500000
    QTR/MO2: 400000 QTR/MO3: 200000 QTR/MO4: 300000
MO5:              MO6:              MO7:              MO8:
MO9:              MO10:             MO11:             MO12:
            ---FOLLOWING FIELDS MUST BE BLANKS---
    ALTERNATE FY:  PROJ#:      DEPT#:     LINE:
    APPROP:          RESERVE:                QTR/MO1:
    QTR/MO2:         QTR/MO3:                QTR/MO4:
MO5:              MO6:              MO7:              MO8:
MO9:              MO10:             MO11:             MO12:
```

* "DIV:" IS AN OPTIONAL FIELD REQUIRED ONLY FOR AGENCIES USING THE DIVISION CODE AS A SECURITY CODE ALLOWING ACCESS TO FILES BY DIVISION. WHERE SUCH SECURITY IS IN USE EACH DIVISION HAS ITS OWN PASSWORD.

CHANGE A PROJECT/DEPARTMENT/LINE RECORD NAME

```
GASPRM00   PROJECT/DEPARTMENT MAINTENANCE  (DATE)
ERROR CODE:
    TRANS REQUEST CODE: 16 MODE: T
TASK C FY 82 PSWD (SECRET) OPERID XXX AGCY-CD GS
AGCY 442 DIV *
    PROJ#: 0001 PERIOD IND: BB PROJ NAME: CHANGED
    PROJECT NAME **
    DEPT#: 0001 DEPT NAME: CHANGED PROJECT NAME **
    LINE:  0001 POSTING IND: BB LINE NAME: CHANGED LINE
    NAME **
            ---FOLLOWING FIELDS MUST BE BLANKS---
    APPROP:          RESERVE         QTR/M01:
    QTR/M02:         QTR/M03:         QTR/M04:
M05:               M06:              M07:              M08:
M09:              M010:              M011:             M012:
    ALTERNATE FY:   PROJ#:      DEPT#:      LINE:
    APPROP:          RESERVE:                QTR/M01:
    QTR/M02:         QTR/M03:                QTR/M04:
M05:               M06:              M07:              M08:
M09:              M010:              M011:             M012:
```

* "DIV:" IS AN OPTIONAL FIELD REQUIRED ONLY FOR AGENCIES USING THE DIVISION CODE AS A SECURITY CODE ALLOWING ACCESS TO FILES BY DIVISION. WHERE SUCH SECURITY IS IN USE EACH DIVISION HAS ITS OWN SPECIAL PASSWORD.

** ON A NAME CHANGE, ONLY ONE FIELD AT A TIME MAY BE CHANGED. IN THE EXAMPLE ABOVE ALL THREE OF THE NAMES WERE ENTERED WITH CHANGED NAMES. IN PRACTICE IT IS NECESSARY TO CHANGE ONE NAME AT A TIME, DEPENDING ON WHETHER IT IS PROJECT,DEPARTMENT,OR LINE.

CHANGE A PROJECT/DEPARTMENT/LINE RECORD APPROPRIATION

```
GASPRM00   PROJECT/DEPARTMENT MAINTENANCE  (DATE)
ERROR CODE:
    TRANS REQUEST CODE: 16 MODE: T
TASK C FY 82 PSWD (SECRET) OPERID XXX AGCY-CD GS
AGCY 442 DIV *
    PROJ#: 0001 PERIOD IND: BB PROJ NAME: BB
    DEPT#: 0001 DEPT NAME: BB
    LINE:  0001 POSTING IND: BB LINE NAME: BB
    APPROP: 100000  RESERVE         QTR/MO1:  100000
    QTR/MO2:        QTR/MO3:         QTR/MO4:
MO5:              MO6:              MO7:              MO8:
MO9:              MO10:             MO11:             MO12:
    ALTERNATE FY: 82 PROJ#: 0001 DEPT#: 0002 LINE:1200
    APPROP: 100000   RESERVE:                QTR/MO1:
    QTR/MO2:         QTR/MO3: 100000         QTR/MO4:
MO5:              MO6:              MO7:              MO8:
MO9:              MO10:             MO11:             MO12:
```

BB: DESIGNATED FIELDS MUST BE BLANK
* "DIV:" IS AN OPTIONAL FIELD REQUIRED ONLY FOR AGENCIES USING THE DIVISION CODE AS A SECURITY CODE ALLOWING ACCESS TO FILES BY DIVISION. WHERE SUCH SECURITY IS IN USE EACH DIVISION HAS ITS OWN SPECIAL PASSWORD.

CHANGE A PROJECT/DEPARTMENT/LINE RECORD ALLOTMENT

```
GASPRM00   PROJECT/DEPARTMENT MAINTENANCE  (DATE)
ERROR CODE:
    TRANS REQUEST CODE: 16 MODE: T
TASK C FY 82 PSWD (SECRET) OPERID XXX AGCY-CD GS
AGCY 442 DIV *
    PROJ#: 0001 PERIOD IND:    PROJ NAME:
    DEPT#: 0001 DEPT NAME:
    LINE:  0001 POSTING IND:    LINE NAME:
    APPROP: BB      RESERVE 300000 QTR/M01:
    QTR/M02:        QTR/M03:        QTR/M04:
M05:              M06:              M07:              M08:
M09:              M10:              M11:              M12:
    ALTERNATE FY 82 PROJ#: 0001 DEPT#: 0001 LINE:0001
    APPROP:           RESERVE:                QTR/M01:
    QTR/M02: 300000   QTR/M03:                QTR/M04:
M05:              M06:              M07:              M08:
M09:              M10:              M11:              M12:
```

BB: DESIGNATED FIELDS MUST BE BLANK
ALLOTMENT CHANGES CAN ONLY BE MADE WITHIN A SPECIFIC PROJECT/DEPARTMENT/LINE RECORD.

* "DIV:" IS AN OPTIONAL FIELD REQUIRED ONLY FOR AGENCIES USING THE DIVISION CODE AS A SECURITY CODE ALLOWING ACCESS TO FILES BY DIVISION. WHERE SUCH SECURITY IS IN USE EACH DIVISION HAS ITS OWN SPECIAL PASSWORD.

DELETE A PROJECT/DEPARTMENT/LINE RECORD.

```
GASPRM00   PROJECT/DEPARTMENT MAINTENANCE  (DATE)
ERROR CODE:
    TRANS REQUEST CODE: 16 MODE: T
TASK D FY 82 PSWD (SECRET) OPERID XXX AGCY-CD GS
AGCY 442 DIV *
    PROJ#: 0001 PERIOD IND: BB PROJ NAME: BB
    DEPT#: 0001 DEPT NAME: BB
    LINE:  0001 POSTING IND: BB LINE NAME: BB
    APPROP: BB      RESERVE BB     QTR/M01:
    QTR/M02: BB     QTR/M03: BB     QTR/M04: BB
M05: BB          M06: BB          M07: BB          M08: BB
M09: BB          M10: BB          M11: BB          M12: BB
            ---FOLLOWING FIELDS MUST BE BLANKS---
    ALTERNATE FY:   PROJ#:      DEPT#:     LINE:
    APPROP:          RESERVE:               QTR/M01:
    QTR/M02:         QTR/M03:               QTR/M04:
M05:             M06:             M07:             M08:
M09:             M10:             M11:             M12:
```

BB: DESIGNATED FIELDS MUST BE BLANK

* "DIV:" IS AN OPTIONAL FIELD REQUIRED ONLY FOR AGENCIES USING THE DIVISION CODE AS A SECURITY CODE ALLOWING ACCESS TO FILES BY DIVISION. WHERE SUCH SECURITY IS IN USE EACH DIVISION HAS ITS OWN SPECIAL PASSWORD.

INQUIRE A PROJECT/DEPARTMENT/LINE RECORD.

```
GASPRM00   PROJECT/DEPARTMENT MAINTENANCE  (DATE)
ERROR CODE:
    TRANS REQUEST CODE: 16 MODE: I
TASK   FY 82 PSWD (SECRET) OPERID XXX AGCY-CD GS
AGCY 442 DIV *
    PROJ#: 0001 PERIOD IND: BB PROJ NAME: BB
    DEPT#: 0001 DEPT NAME: BB
    LINE:  0001 POSTING IND: BB LINE NAME: BB
    APPROP: BB      RESERVE BB     QTR/M01:
    QTR/M02: BB     QTR/M03: BB     QTR/M04: BB
M05: BB         M06: BB         M07: BB         M08: BB
M09: BB         M10: BB         M11: BB         M12: BB
            ---FOLLOWING FIELDS MUST BE BLANKS---
    ALTERNATE FY:   PROJ#:      DEPT#:     LINE:
    APPROP:          RESERVE:                QTR/M01:
    QTR/M02:         QTR/M03:                QTR/M04:
M05:             M06:             M07:             M08:
M09:             M10:             M11:             M12:
```

BB: DESIGNATED FIELDS MUST BE BLANK
* "DIS:"IS AN OPTIONAL FIELD REQUIRED ONLY FOR AGENCIES USING THE DIVISION CODE AS A SECURITY CODE ALLOWING ACCESS TO FILES BY DIVISION. WHERE SUCH SECURITY IS IN USE EACH DIVISION HAS ITS OWN SPECIAL PASS-WORD.

ALL THE INFORMATION IN THE RECORD FOR WHICH INQUIRY IS MADE WILL BE DISPLAYED ON THE SCREEN IN RESPONSE TO THE "I" TRANSACTION REQUEST.

TRAN CODE 24

ROLL PROJECT PERIOD INDICATOR FORWARD OR BACKWARD

```
GASPRM00   PROJECT/DEPARTMENT MAINTENANCE  (DATE)
ERROR CODE:
    TRANS REQUEST CODE: 24 MODE: T
TASK * FY 82 PSWD (SECRET) OPERID XXX AGCY-CD GS
AGCY 442 DIV **
    PROJ#: ***  PERIOD IND: (*) PROJ NAME: BB
    DEPT#: ***  DEPT NAME: BB
    LINE:  ***  POSTING IND: BB LINE NAME: BB
            ---FOLLOWING FIELDS MUST BE BLANKS---
    APPROP:          RESERVE         QTR/MO1:
    QTR/MO2:         QTR/MO3:         QTR/MO4:
MO5:               MO6:              MO7:              MO8:
MO9:              MO10:             MO11:             MO12:
    ALTERNATE FY:   PROJ#:      DEPT#:     LINE:
    APPROP:          RESERVE:                QTR/MO1:
    QTR/MO2:         QTR/MO3:                QTR/MO4:
MO5:               MO6:              MO7:              MO8:
MO9:              MO10:             MO11:             MO12:
```

BB: DESIGNATED FIELDS MUST BE BLANK

* ENTER PERIOD "1" TO "4" FOR ANY OF THE FOUR QUARTERS IF THE PERIOD INDICATOR IS "Q"; ENTER PERIOD "1" TO "9" FOR ANY OF THE FIRST NINE MONTHS. ENTER A "0" FOR THE TENTH MONTH, A "Y" FOR THE ELEVENTH MONTH AND A "Z" FOR MONTH TWELVE, ENTERING WHATEVER MONTH REQUIRED FOR THE NEXT PERIOD TO "ROLL" FORWARD OR BACKWARD. ONLY ONE PERIOD AT A TIME SHOULD BE "ROLLED".

(*)PERIOD INDICATOR MUST BE "Q" OR "M".

** "DIV:" IS AN OPTIONAL FIELD REQUIRED ONLY FOR AGENCIES USING THE DIVISION CODE AS A SECURITY CODE ALLOWING ACCESS TO FILES BY DIVISION. WHERE SUCH SECURITY IS IN USE EACH DIVISION HAS ITS OWN SPECIAL PASSWORD.

*** THE "ROLL" CAN BE FOR AN ENTIRE FISCAL YEAR, ALL PROJECTS, ONE PROJECT, ALL LINES, OR ONE LINE.

APPENDIX G

PROCESS CASH RECEIPTS

POSTING CASH RECEIPTS USING THE CASH RECEIPTS/ACCOUNTS RECEIVABLE SCREEN FOLLOWS RULES SIMILAR TO THOSE REQUIRED FOR THE RECORDING OF A PROJECT VOUCHER. THE TRANSACTION CODE USED IS THE SAME AS THAT FOR A PROJECT VOUCHER, BUT IS ENTERED TO THE CASH RECEIPTS/ACCOUNTS RECEIVABLE SCREEN.

THE BASIC DIFFERENCE IN USAGE IS THAT OF THE ENTRY OF THE THREE DIGIT CODES COMMON TO CUSAS WHICH WHEN ENTERED TO THE "GASCRM00" SCREEN ARE PRECEDED BY A LEADING "0".

ACCOUNTS RECEIVABLE AND CASH RECEIPTS ACCOUNTING

USING THE COMMAND "/FOR GASCRM" THE CASH RECEIPTS SCREEN WILL BE DISPLAYED AS ILLUSTRATED ON THE FOLLOWING PAGE.

SCREEN "GASCRM00"

```
GASCRM00   CASH RECEIPTS/ACCOUNTS RECEIVABLE    DATE
ERROR CODE:
                TRANS REQUEST CODE:      MODE:
  TASK:  TYPE:  PROJ FY:     PSWD:        OPRID:  AGCY-CD:
  BATCH:        FEIN:          FEIN EDIT OVERRIDE:  PSWD/DIV:
      VCHR/TRANSMITTAL NO:           DATE:      VCHR/SEQ:
   AGCY:   PROJ/FUND NO:   DEPT/SOURCE:     LINE/SUBSOURCE:
  DOC/OFFICE:        AMT:        DESCR:
       DOC:     DOC:     DOC:     DOC:     DOC:
  AMOUNT:       AMOUNT:     AMOUNT:       AMOUNT:       AMOUNT:

     DEPT:     DEPT:     DEPT:     DEPT:     DEPT:
   AMOUNT:       AMOUNT:     AMOUNT:       AMOUNT:       AMOUNT:

     AC/REC INV-NO:              INV-DATE:          REF-DOC-NO:
```

FOR PROCESSING EACH CASH RECEIPTS RECORD, USE "TRAN CODE 05", ADD CASH RECEIPTS RECORD, WHICH MAY BE FOUND ON THE FOLLOWING PAGE.

TRAN CODE 05 - CASH RECEIPTS

ADD A CASH RECEIPTS RECORD

```
GASCRM00   CASH RECEIPTS/ACCOUNTS RECEIVABLE    DATE
ERROR CODE:
    TRANS REQUEST CODE: 05  MODE: T
TASK A TYPE CR PROJ FY 82 PSWD (?) OPERID XXX AGCY-CD GS
BATCH: 87050001 FEIN (16 #'S) FEIN EDIT OVERRIDE: PSWD/DIV:
VCHR/TRANSMITTAL NO: CRCR0001 DATE: 070187 VCHR/SQ: 0001
AGCY 442 PROJ/FUND 0001 DEPT/SOURCE 0001 LINE/SUB SOURCE 0001
DOC/OFFICE: 0001AMT: 5625 DESCR CHECK NUMBER A1234326
DOC:      DOC:      DOC:      DOC:      DOC:
   AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT
DEPT:     DEPT:     DEPT:     DEPT:     DEPT:
   AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT
AC/REC INV-NO: BB        INV-DATE: BB      REF-DOC-NO: BB
```

BB: DESIGNATED FIELDS MUST BE BLANK

* "DIV:"IS AN OPTIONAL FIELD REQUIRED ONLY FOR AGENCIES USING THE DIVISION CODE AS A SECURITY CODE ALLOWING ACCESS TO FILES BY DIVISION. WHERE SUCH SECURITY IS IN USE EACH DIVISION HAS ITS OWN SPECIAL PASSWORD.

DELETE CASH RECEIPTS RECORD

FOR DELETING A CASH RECEIPTS RECORD, USE "TRAN CODE 05", DELETE A CASH RECEIPTS RECORD, AS IN THE FOLLOWING EXAMPLE.

```
GASCRM00   CASH RECEIPTS/ACCOUNTS RECEIVABLE    DATE
ERROR CODE:
    TRANS REQUEST CODE: 05  MODE: T
TASK D TYPE CR PROJ FY 87 PSWD (?) OPERID XXX AGCY-CD GS
BATCH: BB        FEIN: BB       FEIN EDIT OVERRIDE: PSWD/DIV:
VCHR/TRANSMITTAL NO: CRCR0001 DATE: 070187 VCHR/SQ: 0002
AGCY BB  PROJ/FUND 0001 DEPT/SOURCE 0001 LINE/SUB SOURCE 0001
DOC/OFFICE: BB  AMT: BB   DESCR BB
DOC:      DOC:      DOC:      DOC:      DOC:
   AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT
DEPT:     DEPT:     DEPT:     DEPT:     DEPT:
   AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT
AC/REC INV-NO: BB        INV-DATE: BB      REF-DOC-NO: BB
```

BB: DESIGNATED FIELDS MUST BE BLANK

* "DIV:" IS AN OPTIONAL FIELD REQUIRED ONLY FOR AGENCIES USING THE DIVISION CODE AS A SECURITY CODE ALLOWING ACCESS TO FILES BY DIVISION. WHERE SUCH SECURITY IS IN USE EACH DIVISION HAS ITS OWN SPECIAL PASSWORD.

TRAN CODE 06 - ACCOUNTS RECEIVABLE

ADD AN ACCOUNTS RECEIVABLE RECORD

FOR ADDING AN ACCOUNTS RECEIVABLE RECORD, USE TRAN CODE "06", AS IN THE FOLLOWING EXAMPLE.

```
GASCRM00   CASH RECEIPTS/ACCOUNTS RECEIVABLE    DATE
ERROR CODE:
    TRANS REQUEST CODE: 06  MODE: T
TASK A TYPE CM PROJ FY 87 PSWD (?) OPERID XXX AGCY-CD GS
BATCH: BB       FEIN (16 #'S) FEIN EDIT OVERRIDE: PSWD/DIV:
VCHR/TRANSMITTAL NO: BB       DATE: BB     VCHR/SQ: BB
AGCY 416 PROJ/FUND: BB  DEPT/SOURCE BB   LINE/SUB SOURCE 0001
DOC/OFFICE: 0001 AMT: 15000   DESCR A/C RECEIVABLE DESC
DOC: BB  DOC: BB  DOC: BB  DOC: BB  DOC: BB
   AMOUNT: BB  AMOUNT: BB  AMOUNT: BB  AMOUNT: BB  AMOUNT: BB
DEPT: BB DEPT: BB DEPT: BB DEPT: BB DEPT: BB
   AMOUNT: BB  AMOUNT: BB  AMOUNT: BB  AMOUNT: BB  AMOUNT: BB
AC/REC INV-NO: A11111   INV-DATE: 070187 REF-DOC-NO: OPTIONAL
```

BB: DESIGNATED FIELDS MUST BE BLANK

* "DIV:"IS AN OPTIONAL FIELD REQUIRED ONLY FOR AGENCIES USING THE DIVISION CODE AS A SECURITY CODE ALLOWING ACCESS TO FILES BY DIVI-

SION. WHERE SUCH SECURITY IS IN USE EACH DIVISION HAS ITS OWN SPECIAL PASSWORD.

DELETE AN ACCOUNTS RECEIVABLE RECORD

FOR DELETING AN ACCOUNTS RECEIVABLE RECORD, USE TRAN CODE "06", AS IN THE FOLLOWING EXAMPLE.

```
GASCRM00   CASH RECEIPTS/ACCOUNTS RECEIVABLE    DATE
ERROR CODE:
    TRANS REQUEST CODE: 06  MODE: T
TASK D TYPE CM PROJ FY 87 PSWD (?) OPERID XXX AGCY-CD GS
BATCH: BB       FEIN (16 #'S) FEIN EDIT OVERRIDE: PSWD/DIV:
VCHR/TRANSMITTAL NO: BB       DATE: BB     VCHR/SQ: BB
AGCY 416 PROJ/FUND: BB  DEPT/SOURCE BB   LINE/SUB SOURCE 0001
DOC/OFFICE: 0001 AMT: 15000   DESCR A/C RECEIVABLE DESC
DOC: BB  DOC: BB  DOC: BB  DOC: BB  DOC: BB
   AMOUNT: BB  AMOUNT: BB  AMOUNT: BB  AMOUNT: BB  AMOUNT: BB
DEPT: BB DEPT: BB DEPT: BB DEPT: BB DEPT: BB
   AMOUNT: BB  AMOUNT: BB  AMOUNT: BB  AMOUNT: BB  AMOUNT: BB
AC/REC INV-NO: A11111   INV-DATE: 070187 REF-DOC-NO: OPTIONAL
```

BB: DESIGNATED FIELDS MUST BE BLANK

* "DIV:"IS AN OPTIONAL FIELD REQUIRED ONLY FOR AGENCIES USING THE DIVISION CODE AS A SECURITY CODE ALLOWING ACCESS TO FILES BY DIVISION. WHERE SUCH SECURITY IS IN USE EACH DIVISION HAS ITS OWN SPECIAL PASSWORD.

TRAN CODE 12 - CASH RECEIPTS/ACCOUNTS RECEIVABLE

ADD CASH RECEIPTS RECORD AND ACCOUNTS RECEIVABLE DETAIL.

```
GASCRM00   CASH RECEIPTS/ACCOUNTS RECEIVABLE    DATE
ERROR CODE:
    TRANS REQUEST CODE: 12  MODE: T
TASK: A TYPE: CR PROJ FY: 82 PSWD: (?) OPERID: XXX AGCY-CD: GS
BATCH: 87050001 FEIN: (16 #'S) FEIN EDIT OVERRIDE: PSWD/DIV:
VCHR/TRANSMITTAL NO: CRCR0001 DATE: 070187 VCHR/SQ: 0001
AGCY 442 PROJ/FUND: 0001 DEPT/SOURCE: 0001 LINE/SUBSOURCE 0001
DOC/OFFICE: 0001AMT: 5625 DESCR CHECK NUMBER A1234326
DOC:      DOC:      DOC:      DOC:      DOC:
   AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT
DEPT:     DEPT:     DEPT:     DEPT:     DEPT:
   AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT:      AMOUNT
AC/REC INV-NO: A11       INV-DATE: 070787 REF-DOC-NO: 333
```

* "DIV: "IS AN OPTIONAL FIELD REQUIRED ONLY FOR AGENCIES USING THE DIVISION CODE AS A SECURITY CODE ALLOWING ACCESS TO FILES BY DIVISION. WHERE SUCH SECURITY IS IN USE EACH DIVISION HAS ITS OWN SPECIAL PASSWORD.

DELETE A CASH RECEIPTS RECORD, ADDING ACCOUNTS RECEIVABLE DETAIL

```
GASCRM00   CASH RECEIPTS/ACCOUNTS RECEIVABLE    DATE
ERROR CODE:
    TRANS REQUEST CODE: 12  MODE: T
TASK: D TYPE: CR PROJ FY: 82 PSWD: (?) OPERID: XXX AGCY-CD: GS
BATCH: 87050001 FEIN: (16 #'S) FEIN EDIT OVERRIDE: PSWD/DIV: *
VCHR/TRANSMITTAL NO: CRCR0001 DATE: BB     VCHR/SQ: 0002
AGCY: 442 PROJ/FUND: 0001 DEPT/SOURCE: 0001 LINE/SUBSOURCE: 000
DOC/OFFICE: 0001AMT: 5625 DESCR CHECK NUMBER A1234326
DOC:     DOC:     DOC:     DOC:     DOC:
   AMOUNT:     AMOUNT:     AMOUNT:     AMOUNT:     AMOUNT
DEPT:    DEPT:    DEPT:    DEPT:    DEPT:
   AMOUNT:     AMOUNT:     AMOUNT:     AMOUNT:     AMOUNT
AC/REC INV-NO: A11      INV-DATE: 070787 REF-DOC-NO: 333
```

* "DIV:"IS AN OPTIONAL FIELD REQUIRED ONLY FOR AGENCIES USING THE DIVISION CODE AS A SECURITY CODE ALLOWING ACCESS TO FILES BY DIVISION. WHERE SUCH SECURITY IS IN USE EACH DIVISION HAS ITS OWN SPECIAL PASSWORD.

APPENDIX H

GAS II MODULES FOR WHICH INPUT SCREENS ARE IN PLACE AND
FOR WHICH FILES HAVE BEEN ESTABLISHED
BUT FOR WHICH NO REQUESTS FOR REPORT DESIGN OR PROCESSING
USAGE HAS BEEN RECEIVED FROM THE GAS II USERS GROUP

LEDGER NAMES FILES FOR GENERAL LEDGER TRIAL BALANCES

BUDGET RECORDING

LEDGER NAMES FILE

GENERALIZED ACCOOUNTING SYSTEM LEDGER NAMES RECORDS MAINTENANCE

TASK

CREATE-INQUIRE-DELETE A LEDGER NAMES RECORD FILE CONTAINING GENERAL LEDGER CHART ACCOUNT NUMBERS IDENTIFYING AND LOCATING GAS II PROJECTS OR CUSAS ACCOUNTS RELATIONAL TO SPECIFIC GENERAL LEDGER ACCOUNTS WITH APPROPRIATE NAMES TO APPEAR ON FINANCIAL STATEMENTS.

NARRATIVE

THE LEDGER NAMES FILE PROVIDES FOR DEFINING RELATIONSHIPS AMONG THE VARIOUS RECORDS PROCESSED BY GAS II WITH SPECIFIC GENERAL LEDGER ACCOUNTS. THE LEDGER NAMES FILE ALLOWS THE COMBINATION OF VARIOUS ACCOUNTING RECORDS INTO MEANINGFUL TOTALS IN A DESIRABLE ACCOUNT SEQUENCE FOR FINANCIAL STATEMENT PRESENTATION.

THE LEDGER NAMES MODULE HAS BEEN DESIGNED TO MAKE ENTRIES TO DESCRIBE THE LOCATIONS OF ACCOUNTING INFORMATION IN SPECIFIC GAS II FILES, ALLOWING EXTRACTION OF RECORDS TO BE PROCESSED INTO ORDERLY FINANCIAL REPORTS AS REQUIRED FROM A GENERAL LEDGER.

THE LEDGER NUMBER IS THE KEY TO ASSOCIATING SPECIFIC ACCOUNT TITLES WITH VARIOUS RECORDS POSTED IN THE NORMAL ACCOUNTING CYCLE. THE LEDGER SUB NUMBER IS CONSIDERED FOR POSITIONING INFORMATION ON FINANCIAL REPORTS, TO INDICATE SUB-TOTAL OR TOTAL REQUIREMENTS AND TO IDENTIFY WHETHER THE DATA SHOULD BE PRESENTED AS POSITIVE OR NEGATIVE INFORMATION DEPENDING ON ITS STATUS AS A DEBIT OR CREDIT AMOUNT, AND POSITION IN A SPECIFIC REPORT.

EACH LEDGER NAMES RECORD CONTAINS THE FOLLOWING:

THE CHART NUMBER OF A SPECIFIC GENERAL LEDGER ACCOUNT

A SUB NUMBER TO CONTROL PRESENTATION OF DATA ON REPORTS

A DATA BASE INDICATOR TO IDENTIFY THE LOCATION OF A SPECIFIC FILE

THE TYPE (DEBIT OR CREDIT) RECORD WHICH WILL BE RETRIEVED

THE APPROPRIATION ACCOUNT CODE RECORD NUMBER OR

THE PROJECT/DEPARTMENT/LINE RECORD NUMBER OR

THE CASH RECEIPT SOURCE AND SUB/SOURCE IDENTIFICATION NUMBER OR A FEIN NUMBER FOR ACCOUNTS RECEIVEABLE OR PAYABLE IDENTIFICATION

AN OFFSET GENERAL LEDGER ACCOUNT NUMBER TO WHICH A COUNTER ENTRY SHALL BE RECORDED FOR DOUBLE ENTRY POSTING REQUIREMENTS

THE OFFSET GENERAL LEDGER ACCOUNT DEBIT OR CREDIT VALUE

THE NAME OF THE GENERAL LEDGER ACCOUNT TO BE PRINTED ON REPORTS.

WITH THE INFORMATION PROVIDED IN THE LEDGER NAMES FILE SUFFICIENT DATA SHOULD EXIST TO PROVIDE GREAT FLEXIBILITY IN EXTRACTING INFORMATION FROM ANY OF THE GAS II FILES IN ORDER TO ALLOW THE GREATEST LATTITUDE IN REPORTING FINANCIAL INFORMATION REQUIRED BY THE INDIVIDUAL USERS.

USAGE OF THIS MODULE AWAITS A DECISION BY THE GAS II USER COMMUNITY TO STATE ITS DESIRABILITY AND THE SPECIFIC REQUIREMENTS NEEDED FOR EXTRACTING INFORMATION FROM THE GAS II FILES IN ORDER TO PROVIDE AN APPROPRIATE GENERAL LEDGER REPORTING SYSTEM, INCLUDING THE DESIGN OF REPORTS WANTED BY ITS MEMBERS.

SCREEN "GASLNM"

/FOR GASLNM

THE LEDGER NAMES MODULE IS ACCESSED BY USING THE COMMAND
"/FOR GASLNM"
WHICH CAUSES THE FOLLOWING SCREEN TO APPEAR

```
GASLNM00              LEDGER NAMES                    DATE
ERROR CODE:
                          MODE:
  TASK:   PSWD:       OPERID:      AGCY-CD:    FY:
       LEDGER NUMBER:     LEDGER SUB NUMBER
            DATA BASE INDICATOR:    TYPE:
  FUND:     AGCY:     DIV:       SQ/TP:       SUBA:
       LINE:     PROJ#:       DEPT:       DOC:
CASH RECEIPT SOURCE:        CASH RECEIPT SUB SOURCE:
                  FEIN:
ALTERNATE LEDGER NUMBER:       ALTERNATE TYPE:
          LEDGER NAME:
```

DESCRIPTIONS OF THE VARIOUS FIELDS FOR THE GASLNM SCREEN

FIELD NAME	SIZE	CONTENTS AND USAGE
MODE:	1	"T" TRANSACTION
TASK:	1	"A" ADD A LEDGER NAMES RECORD "D" DELETE A LEDGER NAMES RECORD
PSWD:	8	THE 8-CHARACTER SECRET PASSWORD. NOT DISPLAYED WHEN ENTERED.
OPERID:	3	THREE LETTERS REPRESENTING THE OPERATOR'S INITIALS
AGEY-CD:	2	TWO LETTERS REPRESENTING THE IMS ASSIGNED AGENCY CODE
FY:	2	DESIRED FISCAL YEAR AS DEFINED FOR THE PROCESSING REQUIRED
LEDGER NUMBER:	4	DESIRED GENERAL LEDGER ACCOUNT CHART NUMBER
LEDGER SUB NUMBER:	4	CODE FOR CONTROLLING USAGE OF THE CHART NUMBER SUCH AS SUBTOTAL OR TOTALING, POSITIONING OF THE CHART REPORT AND IDENTIFYING THE ARITHMATIC SIGN OF A DEBIT OR CREDIT
DATA BASE INDICATOR:	2	INITIALS FOR DESCRIBING THE GAS II DATABASE "AC" - CUSAS APPROPRIATION ACCOUNTING RECORDS "VR" - CUSAS VOUCHER RECORD "PJ" - PROJECT SUMMARY RECORD "PV" - PROJECT VOUCHER RECORD "AR" - ACCOUNTS RECEIVABLE RECORD "AP" - ACCOUNTS PAYABLE RECORD "CR" - CASH RECEIPTS RECORD "JE" - JOURNAL ENTRY RECORDS

FIELD NAME	SIZE	CONTENTS AND USAGE
TYPE:	2	INDICATION OF "DR" OR "CR" FOR THE NAMED GENERAL LEDGER RECORD
FUND: AGCY: DIV: SQ/TP: SUBA:	2	STANDARD CUSAS APPROPRIATION CODING
LINE:	4	MAJOR OBJECT OF A CUSAS APPROPRIATION OR THE EQUIVALENT NUMBER AS USED IN PROJECT ACCOUNTING. IT MUST ENTERED.
PROJECT: DEPARTMENT:	4	STANDARD PROJECT/DEPARTMENT IDENTIFICATION NUMBER
DOC:	4	DETAIL OBJECT CODE - MUST BE PRESENT AND VALID IF LINE IS CUSAS APPROPRIATION WHETHER FOR PROJECT OR CUSAS ACCOUNT
CASH RECEIPTS SOURCE: CASH RECEIPTS SUBSOURCE	4	STANDARD SOURCE AND SUB SOURCE IDENTIFICATION NUMBERS
FEIN:	16	SOCIAL SECURITY NUMBER IDENTIFIER RELATIVE TO ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE REFERENCE NUMBER
ALTERNATE LEDGER NUMBER:	8	THE OFFSET GENERAL LEDGER ACCOUNT NUMBER TO WHICH THE PRIMARY CHART NUMBER IS TO BE POSTED BE POSTED IN ACCORDANCE WITH DOUBLE ENTRY ACCOUNTING PRINCIPLES
ALTERNATE TYPE:	2	"DR" OR "CR" IDENTIFICATION OF THE ALTERNATE LEDGER NUMBER
LEDGER NAME:	30	TITLE OF THE GENERAL LEDGER ACCOUNT NAME

ESTABLISH A LEDGER NAMES RECORD

THE LEDGER NAMES MODULE PROVIDES FOR ESTABLISHING GENERAL LEDGER CHARTS OF ACCOUNT RECORDS ALONG WITH DATA IDENTIFYING THE VARIOUS GAS II FILES ASSOCIATED WITH SPECIFIC GENERAL LEDGER ACCOUNTS.

TO MAKE USE OF THE LEDGER NAMES RECORD SCREEN

THE GAS II ACCOUNTANT SHOULD ENTER THE CALL

"/FOR GASLNM"

THE SCREEN ON THE FOLLOWING PAGE WILL THEN APPEAR INTO WHICH APPROPRIATE INFORMATION SHOULD BE ENTERED

TRAN CODE 19 - LEDGER NAMES MAINTENANCE

ADD A LEDGER NAMES RECORD

```
GASLNM00              LEDGER NAMES                  DATE
ERROR CODE:
                    MODE: T
TASK: A PSWD: (SECRET) OPERID: XXX  AGCY-CD: GS FY: 82
     LEDGER NUMBER: 2307  LEDGER SUB NUMBER 3403
        DATA BASE INDICATOR: AC TYPE: DR
  FUND: 001 AGCY: 442 DIV: 01    SQ/TP: 0000  SUBA: 0001
      LINE: 1200  PROJ#: *     DEPT:  *    DOC: 1205
CASH RECEIPT SOURCE: *      CASH RECEIPT SUB SOURCE: *
                FEIN:  *
 ALTERNATE LEDGER NUMBER: 3472  ALTERNATE TYPE: CR
      LEDGER NAME: CONTRACTUAL SERVICES
```

* AN INDIVIDUAL LEDGER NAMES ENTRY CAN REFER TO ONLY ONE TYPE ACCOUNTING RECORD AT A TIME. THUS IF THE APPROPRIATION ACCOUNTS ARE BEING REFERENCED AS IN THE ABOVE EXAMPLE, THE ASTERISKED ITEMS SHOULD REMAIN BLANK. IF A PROJECT WAS REFERENCED OR AN ACCOUNTS RECEIVABLE OR PAYABLE,THE OTHER IDENTIFYING RECORD NUMBERS SHOULD REMAIN BLANK. JOURNAL ENTRIES ARE NOT REFERENCED FROM THIS SCREEN AS AN EXTRACT LOOKING FOR

GENERAL LEDGER INFORMATION WOULD BE EXPECTED TO SCAN ALL JOURNAL ENTRIES TO OBTAIN THE DESIRED INFORMATION ON AN ACCOUNT BY ACCOUNT BASIS; - ALL IN ADDITION TO SCANNING THE LEDGER NAMES FILE FOR OTHER ACCOUNT LOCATION INFORMATION.

INQUIRY TO A LEDGER NAMES RECORD

```
GASLNM00              LEDGER NAMES                    DATE
ERROR CODE:
                      MODE: I
TASK: D PSWD: (SECRET) OPERID: XXX  AGCY-CD: GS FY: 82
     LEDGER NUMBER: 2307  LEDGER SUB NUMBER 3403
          DATA BASE INDICATOR:     TYPE:
  FUND:      AGCY:      DIV:        SQ/TP:        SUBA:
       LINE:        PROJ#:        DEPT:        DOC:
CASH RECEIPT SOURCE:          CASH RECEIPT SUB SOURCE:
                  FEIN:
ALTERNATE LEDGER NUMBER:          ALTERNATE TYPE:
       LEDGER NAME:
```

NOTE THAT IN THE ABOVE EXAMPLE ONLY THE SECURITY LINE (MODE THROUGH FY) THE LEDGER NUMBER AND THE LEDGER SUB NUMBER NEED BE ENTERED TO RECALL FROM THE LEDGER NAMES FILE THE INFORMATION ORIGINALLY RECORDED.

DELETE A LEDGER NAMES RECORD

```
GASLNM00                LEDGER NAMES                    DATE
ERROR CODE:
                        MODE: T
TASK: D PSWD: (SECRET) OPERID: XXX  AGCY-CD: GS FY: 82
     LEDGER NUMBER: 2307  LEDGER SUB NUMBER 3403
          DATA BASE INDICATOR:     TYPE:
  FUND:      AGCY:      DIV:         SQ/TP:         SUBA:
       LINE:         PROJ#:         DEPT:         DOC:
CASH RECEIPT SOURCE:          CASH RECEIPT SUB SOURCE:
                  FEIN:
   ALTERNATE LEDGER NUMBER:          ALTERNATE TYPE:
        LEDGER NAME:
```

NOTE THAT IN THE ABOVE EXAMPLE ONLY THE SECURITY LINE (MODE THROUGH FY) THE LEDGER NUMBER AND THE LEDGER SUB NUMBER NEED BE ENTERED TO DELETE THE TRANSACTION.

BUDGET RECORDS FILE

GENERALIZED ACCOUNTING SYSTEM BUDGET RECORDS MAINTENANCE

TASK

CREATE-DELETE A BUDGET RECORDS FILE CONTAINING
PLANNED EXPENDITURE FOR THE CURRENT YEAR;
PLANNED EXPENDITURE TOTALS FROM THE PREVIOUS
YEAR;
ACTUAL EXPENDITURE TOTALS FROM THE PREVIOUS YEAR.

NARRATIVE

THE BUDGET RECORDS FILE HAS BEEN PROVIDED TO STORE STATIC INFORMATION CONCERNING CURRENT PLANNED EXPENDITURES ALONG WITH PREVIOUS YEAR'S PLANNED AND ACTUAL EXPENDITURES TO BE AVAILABLE FOR COMPARISON WITH CURRENT ACTUAL FINANCIAL INFORMATION BY MEANS OF DATA EXTRACT AND OVERNIGHT PROGRAM REPORTING. THE BUDGET DATA BASE CONTAINS SUFFICIENT INFORMATION TO ASSOCIATE ITS SUMMARY INFORMATION WITH VARIOUS OTHER FILES CONTAINING CURRENT INFORMATION FROM WHICH REPORTING OF COMPARATIVE DETAIL WOULD BE DESIRABLE. IT ALSO PROVIDES FOR UP TO FIFTEEN PERIODS OF FINANCIAL RECORDS DEFINABLE BY THE USER, THUS ALLOWING COM-

PARATIVE DATA TO BE PROVIDED ON A QUARTERLY BASIS, A MONTHLY BASIS, OR A FIFTEEN PERIOD BASIS TO ACCOMMODATE LAPSE PERIOD ACCOUNTING.

SCREEN "GASBGM"

/FOR GASBGM

THE BUDGET RECORDING MODULE IS ACCESSED BY USING THE COMMAND "/FOR GASBGM" WHICH CAUSES THE FOLLOWING SCREEN TO APPEAR

```
GASBGM00          BUDGET MAINTENANCE                    DATE
ERROR CODE:
  TRANS REQUEST CODE:     MODE:
    TASK:     FY:    PSWD:          OPERID:      AGCY-CD:
LINE:      DOC:        FUND:     AGCY:      DIV:       SQ/TP:
          SUBA:     PROJECT NUMBER:         DEPARTMENT:
CURRENT YEAR BUDGET   M01:             M02:             M03:
   M04:               M05:             M06:             M07:
   M08:               M09:             M010:            M011:
   M012:              M013:            M014:            M015:
PREVIOUS YEAR BUDGET  M01:             M02:             M03:
   M04:               M05:             M06:             M07:
   M08:               M09:             M010:            M011:
   M012:              M013:            M014:            M015:
PREVIOUS YEAR EXPEND  M01:             M02:             M03:
   M04:               M05:             M06:             M07:
   M08:               M09:             M010:            M011:
   M012:              M013:            M014:            M015:
```

DESCRIPTIONS OF THE VARIOUS FIELDS FOR THE GASBGM SCREEN

FIELD NAME	SIZE	CONTENTS AND USAGE
TRANS REQUEST CODE:	2	"20" CREATE A BUDGET INFORMATION RECORD
MODE:	1	"T" TRANSACTION "I" INQUIRY
TASK:	1	"A" ADD A BUDGET RECORD "D" DELETE A BUDGET RECORD
FY:	2	DESIRED FISCAL YEAR AS DEFINED FOR THE PROCESSING REQUIRED
PSWD:	8	THE 8-CHARACTER SECRET PASSWORD. NOT DISPLAYED WHEN ENTERED.
OPERID:	3	THREE LETTERS REPRESENTING THE OPERATOR'S INITIALS
AGEY-CD:	2	TWO LETTERS REPRESENTING THE IMS ASSIGNED AGENCY CODE
LINE:	4	MAJOR OBJECT OF A CUSAS APPROPRIATION OR THE EQUIVALENT NUMBER AS USED IN PROJECT ACCOUNTING. IT MUST BE PRESENT FOR ENTRY
DOC:	4	DETAIL OBJECT CODE - MUST BE PRESENT AND VALID IF LINE IS CUSAS APPROPRIATION WHETHER FOR PROJECT OR CUSAS ACCOUNT

THE FOLLOWING FIELDS MUST BE PRESENT FOR CUSAS BUDGET ACCOUNTING. "PROJECT" AND "DEPARTMENT" MUST BE ABSENT.		
FIELD NAME	SIZE	CONTENTS AND USAGE
FUND:	3	FUND NUMBER AS DEFINED IN CUSAS
AGCY:	3	AGENCY NUMBER GREATER THAN ZERO
DIV:	2	DIVISION NUMBER AS DEFINED IN CUSAS
SQ/TP:	4	SEQUENCE-TYPE NUMBER AS DEFINED IN CUSAS
SUBA:	4	FOUR DIGIT SUB-ACCOUNT NUMBER. ZEROES IF NOT NEEDED IN THE USERS FUNCTIONAL ACCOUNTING STRUCTURE FOR THE APPROPRIATION ACCOUNT CODE
THE FOLLOWING FIELDS MUST BE PRESENT FOR PROJECT BUDGET ACCOUNTING. "FUND" "AGCY" "SQ/TP" AND "SUBA" MUST BE ABSENT. DIVISION MAY BE PRESENT WHERE NEEDED FOR TERMINAL SECURITY BUT IS NOT OTHERWISE REQUIRED.		
PROJECT NUMBER:	4	FOUR DIGIT PROJECT NUMBER
DEPARTMENT:	4	FOUR DIGIT DEPARTMENT AS DEFINED BY THE USER.
CURRENT YEAR BUDGET M01: - M015:	11	AMOUNT FIELDS REPRESENTING BUDGET AMOUNTS AS DESIGNATED BY THE USER
PREVIOUS YEAR BUDGET M01: - M015:	11	AMOUNT FIELDS REPRESENTING BUDGET AMOUNTS AS DESIGNATED BY THE USER
PREVIOUS YEAR EXPENDITURES M01: - M015:	11	AMOUNT FIELDS REPRESENTING EXPENDED AMOUNTS AS DESIGNATED BY THE USER

ESTABLISH A BUDGET INFORMATION RECORD

THE BUDGET INFORMATION MODULE PROVIDES FOR ESTABLISHING APPROPRIATE RECORDS. DEFINITION FOR USING THESE RECORDS AWAITS A NEED FROM THE USERS GROUP.

TO MAKE USE OF THE BUDGET RECORD SCREEN

THE GAS II ACCOUNTANT SHOULD ENTER THE CALL

"/FOR GASBGM"

THE SCREEN ON THE FOLLOWING PAGE WILL THEN APPEAR INTO WHICH APPROPRIATE INFORMATION SHOULD BE ENTERED

TRAN CODE 20 - BUDGET MAINTENANCE

ADD A BUDGET INFORMATION RECORD

```
GASBGM00          BUDGET MAINTENANCE                  DATE
ERROR CODE:
TRANS REQUEST CODE: 20 MODE: T
TASK: A  FY: 82 PSWD: (SECRET) OPERID: XXX AGCY-CD: GS
LINE: 1200 DOC: 1200 FUND: 001 AGCY: 442 DIV: 01 SQ/TP: 0000
        SUBA: 0000 PROJECT NUMBER: 0001 DEPARTMENT: 0001
CURRENT YEAR BUDGET   M01: 5000000  M02:            M03:
    M04:              M05:          M06:          M07:
    M08:              M09:          M010:         M011:
   M012:             M013:          M014:         M015:
 PREVIOUS YEAR BUDGET  M01: 4000000  M02:           M03:
   M04:              M05:          M06:          M07:
   M08:              M09:          M010:         M011:
  M012:             M013:          M014:         M015:
 PREVIOUS YEAR EXPEND  M01: 3987249  M02:           M03:
    M04:              M05:          M06:          M07:
    M08:              M09:          M010:         M011:
   M012:             M013:          M014:         M015:
```

AT LEAST ONE DOLLAR FIELD MUST BE USED IN THE CURRENT YEAR BUDGET. OTHER ENTRIES ARE OPTIONAL

CHANGES TO THE BUDGET INFORMATION MAY BE MADE BY MAKING INQUIRY (MODE "I") TO BRING UP APPROPRIATE INFORMATION, DELETING THE RECORD, CHANGING THE SCREEN INFORMATION AND RE-ADDING IT AS A NEW TRANSACTION.

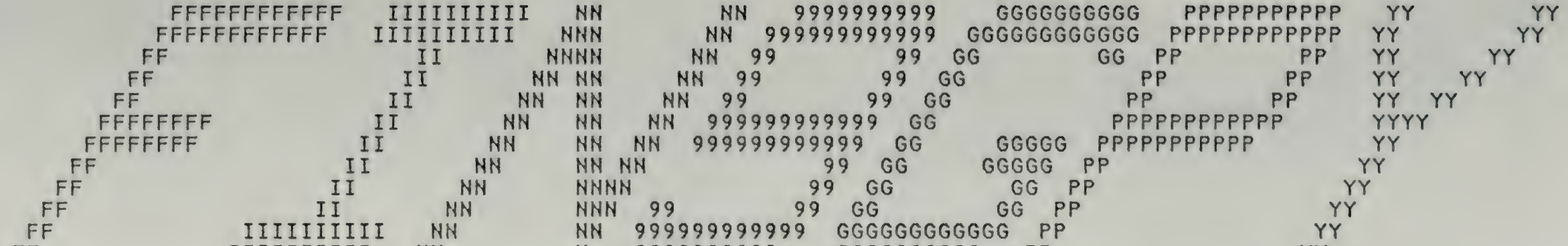
AS NOTED IN THE PRECEDING SECTION DESCRIBING THE CONTENTS OF THE VARIOUS FIELDS OF THE GASBGM00 SCREEN, FOR ADDS, INQUIRIES AND DELETE TRANSACTIONS, IT IS NECESSARY TO PROVIDE FULL IDENTIFICATION OF THE PARTICULAR ACCOUNTING UNIT TO BE ACTED UPON BY THE BUDGET MODULE. IN OTHER WORDS, TO ENTER INFORMATION ABOUT A PROJECT, THE FISCAL YEAR PLUS THE FULL PROJECT/DEPARTMENT/LINE MUST BE ADDRESSED. IN A LIKE MANNER TO ENTER INFORMATION ABOUT AN APPROPRIATION ACCOUNT, THE FISCAL YEAR, FUND, AGENCY, DIVISION, SEQUENCE/TYPE, SUBA, AND LINE NUMBER MUST BE SPECIFIED TO ENABLE PROPER POSTING AND USE.

DELETE A BUDGET INFORMATION RECORD

```
GASBGM00          BUDGET MAINTENANCE                    DATE
ERROR CODE:
TRANS REQUEST CODE: 20 MODE: T
TASK: D  FY: 82 PSWD: (SECRET) OPERID: XXX AGCY-CD: GS
LINE: 1200 DOC: 1200 FUND: 001 AGCY: 442 DIV: 01 SQ/TP: 0000
        SUBA: 0000 PROJECT NUMBER: 0001 DEPARTMENT: 0001
        ---ALL FIELDS BELOW THIS LINE SHOULD BE BLANK---
CURRENT YEAR BUDGET   M01:          M02:          M03:
    M04:              M05:          M06:          M07:
    M08:              M09:          M010:         M011:
   M012:              M013:         M014:         M015:
PREVIOUS YEAR BUDGET  M01:          M02:          M03:
    M04:              M05:          M06:          M07:
    M08:              M09:          M010:         M011:
   M012:              M013:         M014:         M015:
PREVIOUS YEAR EXPEND  M01:          M02:          M03:
    M04:              M05:          M06:          M07:
    M08:              M09:          M010:         M011:
   M012:              M013:         M014:         M015:
```

AS NOTED IN THE SECTION DESCRIBING THE CONTENTS OF THE VARIOUS FIELDS OF THE GASBGM00 SCREEN, FOR VARIOUS TRANSACTIONS, IT IS NECESSARY TO PROVIDE FULL IDENTIFICATION OF THE PARTICULAR ACCOUNTING UNIT TO BE ACTED UPON BY THE BUDGET MODULE. IN OTHER WORDS, TO DELETE THE PROJECT BUDGET RECORD, THE FISCAL YEAR PLUS THE FULL PROJECT/DEPARTMENT/LINE MUST BE ADDRESSED. IN A LIKE MANNER TO DELETE THE BUDGET RECORD FOR AN APPROPRIATION ACCOUNT, THE FISCAL YEAR, FUND, AGENCY, DIVISION, SEQUENCE/TYPE, SUBA, AND LINE NUMBER MUST BE SPECIFIED TO ENABLE PROPER POSTING AND DELETION.

```
NEGATIVE VALUE COMPUTED FOR '.tm' - ZERO ASSUMED.
'IDCMAN' LINE 18: .tm -3
NEGATIVE VALUE COMPUTED FOR '.bm' - ZERO ASSUMED.
'IDCMAN' LINE 21: .bm -3
NEGATIVE VALUE COMPUTED FOR '.tm' - ZERO ASSUMED.
'IDCMAN' LINE 18: .tm -3
NEGATIVE VALUE COMPUTED FOR '.bm' - ZERO ASSUMED.
'IDCMAN' LINE 21: .bm -3
```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FFFFFFFFFFFF IIIIIIIIII NNN NN 999999999999 GGGGGGGGGGGG PPPPPPPPPPPP YY YY
FF II NNNN NN 99 99 GG GG PP PP YY YY
FF II NN NN NN 99 99 GG PP PP YY YY
FF II NN NN NN 99 99 GG PP PP YY YY
FFFFFFFF II NN NN NN 999999999999 GG PPPPPPPPPPPP YYYY
FFFFFFFF II NN NN NN 999999999999 GG GGGG PPPPPPPPPP YY
FF II NN NN NN 99 GG GGGG PP YY
FF II NN NNNN 99 GG GG PP YY
FF II NN NNN 99 99 GG GG PP YY
FF IIIIIIIIII NN NN 999999999999 GGGGGGGGGGGG PP YY
FF IIIIIIIIII NN N 9999999999 GGGGGGGGGG PP YY
JJJJJJJJJ 2222222222 444 11 555555555555 DDDDDDDDD
JJJJJJJJJ 222222222222 4444 111 555555555555 DDDDDDDDDD
JJ 22 22 44 44 1111 55 DD DD
JJ 22 44 44 11 55 DD DD
JJ 22 44 44 11 55 DD DD
JJ 22 44444444444 11 555555555 DD DD
JJ 22 444444444444 11 5555555555 DD DD
JJ 22 44 11 55 DD DD
JJ JJ 22 44 11 55 DD DD
JJ JJ 22 44 11 55 DD DD
JJJJJJJ 222222222222 44 1111111111 555555555555 DDDDDDDDDD
JJJJJ 222222222222 44 1111111111 55555555555 DDDDDDDDD

D END JOB 2415 FIN9GPY 2 001 001 JESH PATRICK,GW ROOM 801 5.45.01 PM 15 APR 87 PRINTR2 2460 END D

D END JOB 2415 FIN9GPY 2 001 001 JESH PATRICK,GW ROOM 801 5.45.01 PM 15 APR 87 PRINTR2 2460 END D

```
*D  END  JOB 2415 FIN9GPY  2        001 001 JESH     PATRICK,GW          ROOM 801     5.45.01 PM 15 APR 87 PRINTR2  2460  END  D*
```

```
*D  END  JOB 2415 FIN9GPY  2        001 001 JESH     PATRICK,GW          ROOM 801     5.45.01 PM 15 APR 87 PRINTR2  2460   END   D*
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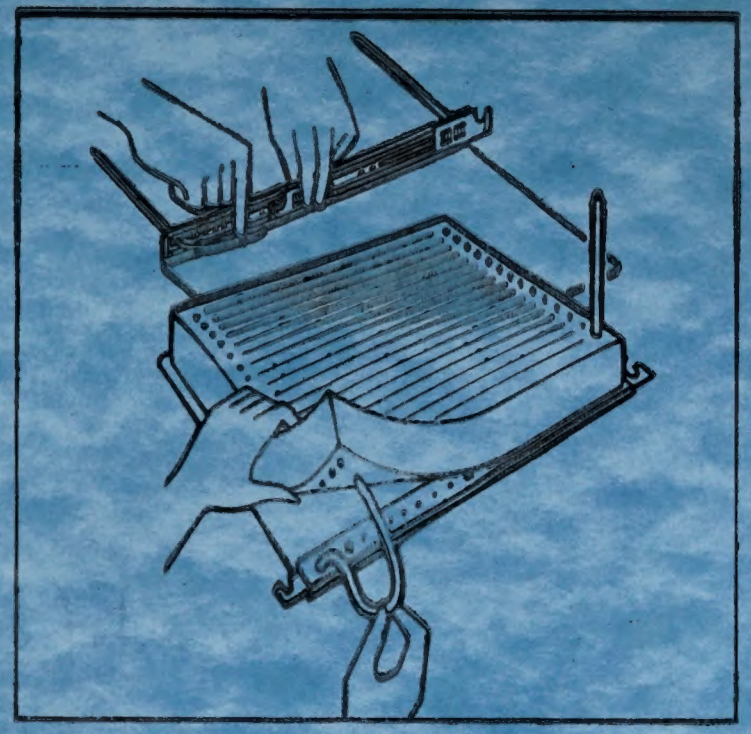
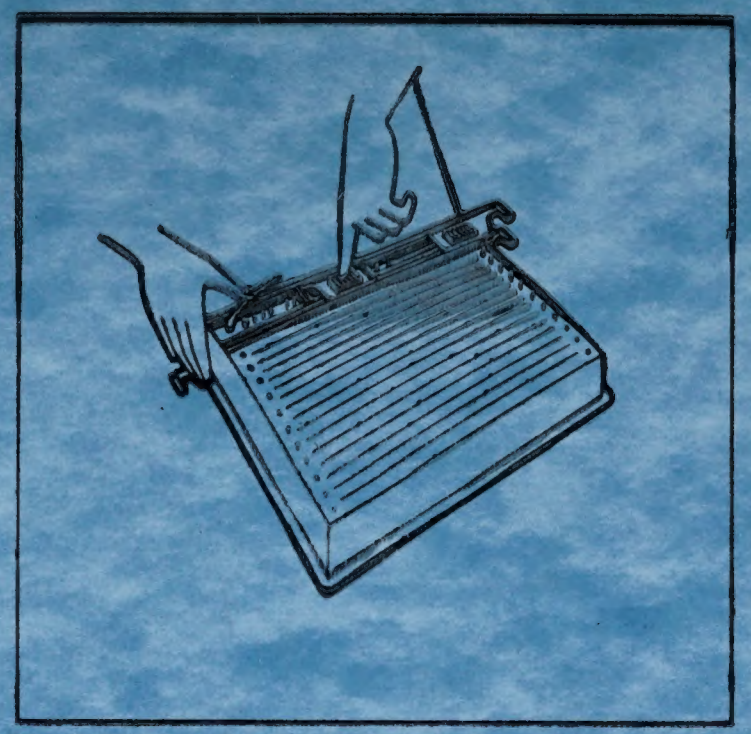
WilsonJones® C11-129NJ

PRINTOUT BINDER

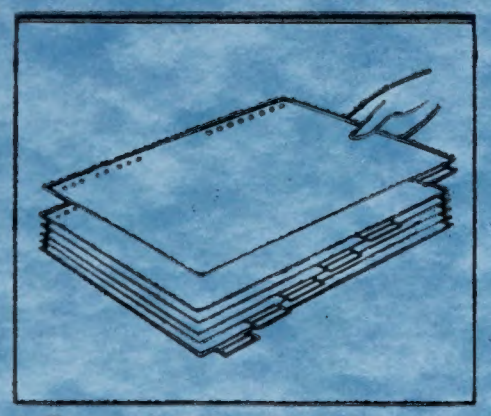
Wilson Jones Company
6150 Touhy Avenue
Chicago, Illinois 60648

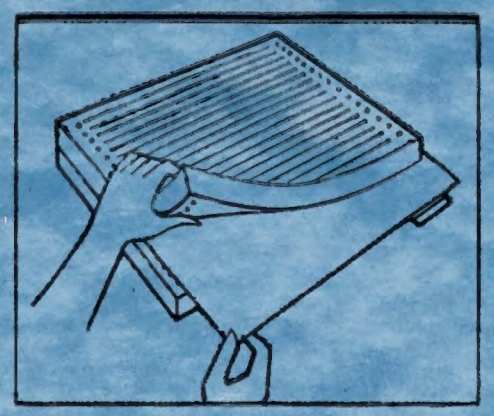


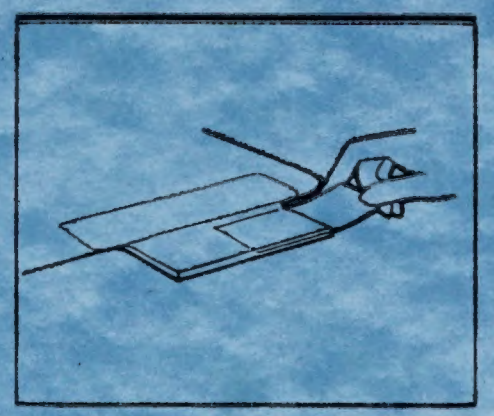
1. Insert ends of posts through holes in channel in bottom cover. Bend posts down and push plastic slide locks over posts. To insert Index and Labels available separately, see below.
2. Insert posts through sheet body.



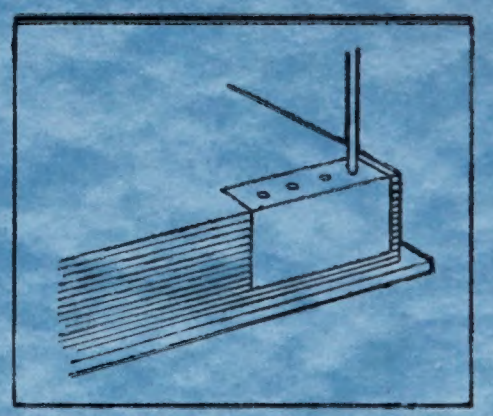
3. Place top cover over posts, bend posts and push slide locks over posts in same manner as bottom cover. Binder is now ready for hanging.







4. To organize and quickly locate any part of printout, add 489-Line six-tab index. Available to fit all sizes of binders.



5. Labels identify binder contents.

UNIVERSITY OF ILLINOIS-URBANA
3 0112 122551036